CORRESPONDENCE DIRECTORY

If, after reading this catalog, you have further questions or wish to make specific inquiries about the programs or admission to York Technical College, please look below to find the appropriate office to contact.

York Technical College
452 South Anderson Road
Rock Hill, South Carolina 29730

ADMISSIONS

If you need information on admissions for day, evening, or weekend classes, or if you wish to make an appointment for an interview or counseling, please contact:

Office of Admissions
(803) 327-8008 within the local dialing area
(800) 922-TECH (toll-free) inside South Carolina

STUDENT FINANCIAL AID

If you need information on scholarships, work-study, grants, or other student financial aid, please call (803) 327-8005.

CONTINUING EDUCATION

If you need information about continuing education and course offerings, please call (803) 325-2888.

Campus Security	(803) 327-8013
Veterans' Affairs	(803) 327-8005
Tutoring	(803) 981-7121
Student Records	(803) 327-8002
Transcript Evaluation	(803) 327-8003

Visit our Web site at:
http://www.yorktech.com

STUDENT HANDBOOK
and
CATALOG

2005-2006

It is the policy of York Technical College not to discriminate on the basis of sex, race, age, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. Title IX and Section 504 Compliance Officer is Dr. Dennis Gribenas, V.P. for Business Affairs, York Technical College, 452 South Anderson Road, Rock Hill, SC 29730.

YORK TECHNICAL COLLEGE

YORK TECHNICAL COLLEGE

452 SOUTH ANDERSON ROAD, ROCK HILL, SC 29730

CATALOG INFORMATION

York Technical College issues this catalog for the purpose of furnishing all interested persons with information about the College and its various programs. Announcements and policy statements in this catalog are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Efforts will be made to keep changes to a minimum, but changes in policy by the Area Commission of York Technical College or by the State Board for Technical and Comprehensive Education may make some changes necessary.

YORK TECHNICAL COLLEGE

DR. DENNIS F. MERRELL
President

YORK COUNTY COMMISSION FOR TECHNICAL EDUCATION

Mr. Bruce A. Vaughan, Chairman
Mrs. Carolyn B. Carpenter, Vice Chairman
Mr. Edwin L. Barnes
Mr. R. Michael Glover
Mr. James H. Owen, Jr.
Mr. Charles Z. Robinson
Mrs. Geri H. Rucker
Mr. Jeffrey C. Sigmon
Mr. James A. Wilkerson

YORK TECHNICAL COLLEGE FOUNDATION

Mr. Edwin L. Barnes
Mr. Ladson A. Barnes, Jr
Mr. Bob Boekhout, President
Mr. Tom Camp
Mr. Frank Campbell
Mr. Tom Carlisle
Mr. Lloyd Case
Mr. Tommy L. Davis
Dr. Edward F. Duffy
Mr. Robert A. Greco
Mr. Herman E. Honeycutt
Mr. William C. Kimbrell
Ms. Angie McCrae
Mr. Joseph M. McElwee
Dr. Dennis F. Merrell
Mr. John M. Minerd
Mr. J. Rainey
Mr. Tucker Redford
Mr. Charles Z. Robinson
Mr. Kenny D. Sawyer
Mr. David Shinn
Mr. Theodore J. Solomon
Mr. Al Steele
Mr. Ladson Stringfellow
Mr. Terry Turner
Mrs. Bessie P. Vastis
Mrs. Kathy Wilson
Mr. Stewart Wingate

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PROGRAMS OF STUDY

BUSINESS, COMPUTER, ARTS AND SCIENCES DIVISION

HEALTH AND HUMAN SERVICES DIVISION

***Tentative**

ACADEMIC CALENDAR

2005-2006

FALL SEMESTER

August 17	Fall Semester Classes Begin
August 17-23	Add/Drop Period
August 19-20	Weekend College Classes Begin
September 5	Labor Day—College Closed
October 12	Mid Term
November 23	No Credit Classes
November 24-25	Thanksgiving Holidays—College Closed
December 2-3	Last Weekend of Fall Semester Classes
December 12	Last Day of Fall Semester Classes
December 19-30	Winter Break

SPRING SEMESTER

January 4	Spring Semester Classes Begin
January 4-10	Add/Drop Period
January 6-7	Weekend College Classes Begin
January 16	MLK Holiday - College Closed
February 23-24	No Credit Classes
March 3	Mid Term
April 10-14	Spring Break
April 28-29	Last Weekend of Spring Semester Classes
May 5	Last Day of Spring Semester Classes
May 9	Graduation

SUMMER SESSION

May 15	Summer Session Classes Begin
May 15-17	Add/Drop Period
June 16	Mid Term
July 4	Independence Day Holiday—College Closed
July 3-7	Summer Break—No Credit Classes
July 28	Last Day of Summer Session Classes

*The Calendar may change due to extenuating circumstances. A schedule of courses offered is published prior to each term. Please refer to the most current schedule.

THE
COLLEGE

HISTORY OF THE COLLEGE

York Technical College opened in 1964 as a Technical Education Center and began with 60 students enrolled in seven programs all housed in one building. The College has grown in the past four decades from the initial enrollment to over 4,000 credit students in more than 70 credit programs. The College campus has also grown from one building to 14. In 1974, York County Technical Education Center became York Technical College.

In addition to offering academic programs, the College provides continuing education for approximately 7,000 area residents and more than 250 businesses. This translates to about 325,000 contact hours of continuing education.

MISSION STATEMENT

York Technical College, a member of the South Carolina Technical and Comprehensive Education System, is a public, two-year, associate degree-granting institution. York Technical College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State. Through excellence in teaching and partnerships, the College responds to the technical and public service needs of the community. The College has an open admissions policy for qualified students and annually enrolls 5,500 to 6,000 credit students. York Technical College provides opportunities for individuals with diverse backgrounds and ability levels to acquire or upgrade the knowledge and skills necessary in engineering technology, industrial technology, information technology, business, health, or public service employment or for transfer to senior colleges and universities. In addition to teaching technical skills, the College seeks to provide graduates competency in written and oral communication, computer skills, mathematics, problem-solving, and interpersonal skills.

The College offers:

- Associate degrees in the following areas:
  - vocational
  - technical
  - occupational
  - university transfer
- Diplomas and certificates in the following areas:
  - vocational
  - technical
  - occupational
- Developmental and remedial education
- Custom-designed continuing education for business and industry
- The Center for Accelerated Technology Training to train potential employees for new and expanding manufacturing companies
- Student development and lifelong learning opportunities.

York Technical College pursues its mission based on these fundamental values:

LEARNING: The College is committed to addressing the diverse learning needs of the community in a student-centered environment.

EXCELLENCE: The College is dedicated to excellence in instruction, support services, and management of human and physical resources.

ACCESSIBILITY: The College is an open door institution of higher education for qualified students.

COMMUNICATION: The College recognizes and supports the importance of teamwork and communication both internally and externally.

COMMUNITY: The College believes in efficiently working with other educational systems, business, and industry to enhance economic growth and the quality of life for the people of the College's service area.

Approved by the York Technical College Commission, August 10, 2004
Approved by the SC Commission on Higher Education, November 4, 2004

CAMPUS AND BUILDINGS

York Technical College is located in Rock Hill, South Carolina. The modern campus with 14 buildings on 112 acres is 70 miles northwest of Columbia, South Carolina, and 14 miles south of Charlotte, North Carolina.

Campus facilities include the Administration Building, five modern classroom buildings, the Anne Springs Close Library, Student Services Building, two annexes, the Maintenance Building, Child Development Center, the Student Center, which houses the student Bookstore and Canteen, and the Baxter M. Hood Continuing Education Center. York Technical College is a commuter college and does not have student housing.

RESEARCH AND APPLICATION TRAINING FACILITIES

The Anne Springs Close Library

The Anne Springs Close Library is conveniently located behind A Building and is open during day and evening hours. Resources for study and research are available on the library's web site, as well as a tour of the library, which familiarizes new patrons with the library facility, collections, and services. The library's computer lab has 15 computers available for information retrieval and library research. Books, journals, newspapers, electronic databases, videocassettes, audiocassettes, reference materials, photocopiers, and a microfiche reader/printer are available for use. Class instruction on how to do library research is available upon request. Individual assistance is offered at all times by qualified librarians and library technical assistants.

Assessment Center

The Assessment Center is located in Building B, room 7 and provides testing services for make-up, distance learning, placement, exemption, and certification testing. The York Technical College Assessment Center is a member of the Consortium of College Testing Centers, a Pearson VUE authorized testing center, an authorized CLEP testing site, a Work Keys Service Center, and a member of the National College Testing Association. For more information about Assessment Center services, call (803) 981-7176 or check the Assessment Center webpage at http://academic.yorktech.com/department/assess/.

The Science and Technology Building

The Science and Technology Building has six laboratories, conference room space and faculty offices in environmental, chemistry, physical science, teleproduction and physics studies.

The Distance Learning facility has five multipurpose classrooms each with seating for up to 30 students. Space is provided for quality training and education for students in the College Transfer Associate Degree and Technical Degree Programs.

The building also houses the College's Teleproduction program and the regional station for educational television and radio, WNSC-TV and WNSC-FM. Both have state-of-the-art studios, audio and video editing rooms, and production facilities. The station has enhanced distance-learning capability and digital technology, as mandated by the FCC, which enhances broadcast quality throughout the region.

The Education Technology Center

The Education Technology Center is located in the Science and Technology Building room 243 and promotes technology in learning. The Education Technology Manager, the Instructional Specialist, and the Technology Specialist are available to provide technical services for on-line and other computer-based learning applications; to assist with audio/visual materials needed for instruction, student support services, and administrative projects; to assist with research and development of courses in alternate formats; and to provide related professional development opportunities to faculty and staff.

The Child Development Center

The Child Development Center of York Technical College is a training facility for students in Early Childhood Development accredited through the National Association for the Education

of Young Children. It is a non-profit, non-sectarian, interracial and non-political institution. Its purpose is three-fold:

1) To provide training for students in the area of child development.

2) To provide quality learning experiences for the children.

3) To provide quality child-care services to York Technical College students, faculty and staff and to the community.

The Center is open 49 weeks a year, from 7:30 a.m. to 5:30 p.m. Children ages six weeks through five years are enrolled on a first-come, first-served basis by date of application. Qualified students at York Technical College may apply with the Adults in Transition Program for assistance with child care expenses. Any other individuals in need of financial assistance may apply with the ABC Block Grant Program.

Computer Center Facilities
In support of instructional and administrative computing, the computer center facilities include microcomputers in an Ethernet Local Area Network. The microcomputer hardware and software reflect the latest in information systems processing and offer students and faculty state-of-the-art capabilities for office automation, Internet access, computer-aided design, computerized accounting, and computer program development.

Distance Learning Facilities
Three interactive distance learning classrooms are located in the Science and Technology Building for two way audio/video transmission. A fourth classroom is located in the Baxter Hood Center. These state-of-the-art facilities are available for credit and non-credit classes and other college-related functions.

Office Technology
These labs, which are located in A Building, represent the latest in office technology. Students use a variety of equipment and software as they learn how to apply this technology to office automation applications.

Health and Human Services
The Health and Human Services Division has state-of-the-art laboratories in dental hygiene, expanded duty dental assisting, medical lab, nursing, radiology, and surgical technology located on the first floor of A Building. These labs so nearly duplicate actual clinical settings that the surgical technology lab can be used as an operating room in case of a civil emergency, and the dental clinic is used to deliver basic dental services to patients. Computer-assisted instruction is available to students in the Health and Human Services Division through the computer lab facilities located on the second floor of A Building.

Learning Assistance Center
The Learning Assistance Center offers courses in English, English as a Second Language, reading, mathematics and college skills. Support Services include a 15-station computer lab with remedial programs, including Skills Bank 4 and ELLIS.

Science
Laboratories located in A and the Science and Technology buildings support classes in general biology, microbiology, anatomy and physiology, chemistry, physics, and physical science. From the study of steam power to lasers and from the growth of cultured bacteria to the study of the biosphere, students and faculty explore and learn together.

Electronics
The laboratories in B Building have work stations with analog and digital oscilloscopes, waveform generators, power supplies, networked computers, and printers. These computers have software installed for analog, digital, and computer programming simulation and they

can be interfaced with various microprocessors for testing student programs. One lab is completely devoted to networking/telecommunications. These facilities provide for a broad range of laboratory experiences for students.

Engineering Graphics
Engineering graphics and computer-assisted design (CAD) labs are located in C Building. The labs use state-of-the-art equipment to teach students the latest in engineering graphics applications for business and industry. Classroom instruction and laboratory experiences are combined to help students understand necessary theoretical and practical applications.

Heating and Air Conditioning
Shops, located on the first floor of D Building, support troubleshooting and repair of residential and commercial heating and cooling systems as well as residential and commercial refrigeration systems. A computerized environmental control system supports experimentation and training in the programming, operation, and repair of fully automatic systems.

Industrial Maintenance
Labs and shops located in B, F, and G Buildings support the Industrial Maintenance Department in areas such as motor controls, programmable logic controls, automated manufacturing equipment, hydraulics and pneumatic, boilers, robotics, and welding. These facilities provide "hands-on" real-world experiences for students and reinforce the material presented in the lectures.

Institute for Manufacturing Productivity (IMP)
The Institute for Manufacturing Productivity, a partnership between the College and industry, located in the C Building expansion sets a new standard for productivity, innovation, and training. This 30,000 square foot facility contains the latest generation of computer numerically controlled machine tools, simulators, and advanced CAM software.

Machine Tool
The Machine Tool facility, located in C Building, provides students with real-world experience in machining operations ranging from manual lathe and mill operation to computer numeric control programming and operation. These clean, well-maintained facilities offer an invitation to those students interested in skills which combine mental tasks with manual dexterity to produce quality metal and composite products.

Teleproduction
A complete production facility, with video editing rooms and a fully equipped studio, is located in the Science and Technology Building. This facility provides a complete learning environment for students, and tremendous media development capabilities for the College.

Transportation
The Automotive Labs, located in D and G Buildings, is equipped with computerized diagnostic tune-up and alignment equipment. Students learn troubleshooting and repair, using over 60 real- engine, transmission, and whole-vehicle training aids.

Welding
The Welding Shop, located on the first floor of D Building, is well equipped with gas, electric arc, MIG, and TIG facilities. Students work with both ferrous and non-ferrous metals building container, structural, and piping systems. The Fabrication Shop is located in F Building.

The Baxter M. Hood Continuing Education Center
The Baxter M. Hood Continuing Education Center is the premier meeting and conference facility in the Carolinas. Located on the campus of York Technical College, this full-service 40,000-square-foot, state-of-the-art facility is an ideal setting for workshops, training sessions, full-scale meetings, conferences, or trade shows.

The Hood Center's design is flexible, efficient, and convenient to meet all of your event needs. The Hood Center offers video conferencing, a media presentation theater, and television production capabilities. The Barnes Telecommunications Theater can seat up to 200 people and the adjacent Kimbrell Exhibition Hall offers 2,500 square feet of additional space for special displays and demonstrations. The Center's 8,500 square-foot ballroom will seat up to 650 for meal functions or approximately 900 for lectures. In addition, there is a 17 PC computer lab and six dedicated breakout rooms of various sizes and configurations to allow for smaller events.

CHESTER CENTER

York Technical College's Chester Center is located in Chester, South Carolina, and focuses on providing high quality higher education opportunities to the citizens of Chester County. The office serves as an extension of the College located within the community and responds to the County's educational and training needs. Services offered by the Chester Center include college admission, counseling, placement testing, registration, proctoring of credit course tests, and financial aid assistance. Credit and continuing education classes are offered in traditional classroom settings, through interactive audio/video teleclasses, and via the Internet. Additional information about the Center may be obtained by accessing the Chester Center website from a link on the York Technical College website at www.yorktech.com.

KERSHAW-HEATH SPRINGS CENTER

The Kershaw-Heath Springs Center of York Technical College, located in Kershaw, South Carolina, brings high quality higher education opportunities closer to the residents of Lancaster County. The Center seeks to contribute to the economic growth and development of Lancaster County by responding to the County's educational and training needs. The Kershaw-Heath Springs Center has a state-of-the-art computer lab and a "smart" classroom with wireless laptop computer capability. Students may take credit and non-credit courses in a traditional classroom setting, through live interactive audio/video teleclasses, via the Internet, by CD Rom, or by CAI (computer-assisted instruction). College admission, counseling, placement testing, registration, proctored credit course testing, payment of tuition and fees, library reference resources, and financial aid information and assistance are provided at the Center. Up-to-date information on the Center may be obtained by accessing the Center's web page from the link on the York Technical College web page at www.yorktech.com.

ADMISSIONS

ACCREDITATION

York Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate degrees, diplomas, and certificates. Additional accreditation is associated with some specific programs and is described in the program information section of this catalog. York Technical College has established and maintains agreements with area vocational schools and area senior colleges to aid the transfer of student work both to and from the College. Accreditation documents are located in the Office of the President.

NON-DISCRIMINATION POLICY

It is the policy of York Technical College not to discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. The Title IX and Section 504 Compliance Officer is Dr. Dennis Gribenas, Vice President for Business Affairs, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: (803) 327-8000.

OPEN ADMISSIONS

York Technical College makes a major effort to minimize barriers to post-secondary programs and services offered by the College. A high school diploma (or GED diploma), though desirable, is not a pre-requisite for college admission but may be required for specific program admission. Through its partnership with York Technical College, York County Adult Education now provides General Education Development (GED) instruction on campus using classroom facilities provided by the College. For more information call 981-1375.

RESIDENCY INFORMATION

In accordance with South Carolina Code of Laws 59-112-20, York Technical College is required to determine the residence classification of applicants at the time of admission. For the purpose of tuition and fees, residency status may be determined by any applicant or student information received by the College. To qualify for in-state tuition, a legal resident must have maintained his domicile in South Carolina for at least 12 months immediately preceding the first day of classes for the term for which resident classification is sought. In addition to the requirements above, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate.

Students who do not meet this requirement should contact the Admissions Office for more information about documentation required for exceptions (i.e., military personnel and their dependents, full-time faculty and administrative employees of SC state-supported colleges/universities and their dependents, individuals with full-time employment in S.C. and their dependents, retired persons and persons on terminal leave, etc.).

The information the student declares will be used for calculation of tuition each semester until the student initiates and documents the change in residency status. Students paying in-state tuition and fees who are later determined to be non-South Carolina residents will be required to pay the difference between resident and non-resident tuition and fees retroactive to the beginning of the semester in question.

GENERAL ADMISSION REQUIREMENTS

Students who enter the College must possess a high school diploma or its equivalent or be eighteen years of age or older. Non-high school graduates under the age of 18 may attend York Technical College under the following special conditions:

A. Applicants currently enrolled in the eleventh or twelfth grade of a secondary school may enroll in selected courses at York Technical College. This enrollment is based on the following conditions:

1. Students continue their enrollment in secondary school.
2. Students submit written permission of one parent and secondary school official.

B. Applicants between the ages of 16 and 18 may receive individual consideration for enrollment on the written request of one parent or guardian and the written permission of the public school official in whose school the applicant is or should be enrolled. In the case of an applicant from a dual credit course or home school, the agreement must be between the College and a district administrator from the school district or an authorized educational agency which has jurisdiction over the home school.

Students under 18 years of age seeking enrollment to the College must be eligible to return to the last high school attended before they can be considered for admission.

C. Applicants who are 16 years of age or older or who are eligible to enter the tenth grade in a secondary school may enroll in courses at York Technical College for the summer term without written permission of parent or public school official.

D. Students less than 16 years of age may enroll in non-credit, continuing education courses with their parent or guardian. The students must be of an age when the course will be of educational or vocational value. The College administration reserves the right to make this determination.

Each academic department has determined minimum test scores on Reading, Math and English for placement into the general education courses needed for each program. The Admissions Office uses these scores as guidelines in the student acceptance process.

Within budget, space, and personnel limitations, applicants not meeting curriculum placement criteria shall be, at their discretion, placed in a program of developmental study or referred to Adult Education.

SPECIAL ADMISSION REQUIREMENTS

Senior Citizens
South Carolina residents who are at least 60 years of age and not employed full-time are permitted to attend classes on a space-available basis without payment of tuition. Students cannot register under this provision until the first day of class. A $20 registration fee is charged each semester, along with any other fee associated with the course or courses. The registration fee covers the cost of accident insurance, parking, and a student ID card.

Veterans and Veterans' Dependents
Veterans and Veterans' Dependents may apply for veterans' educational benefits through the Financial Aid Office in the Student Services Building.

Foreign Students
Foreign students should address applications to the Admissions Office and contact that office for more information regarding admissions.

Students with Disabilities
Students with disabilities who wish to receive special accommodations should contact the Special Resources Office in Student Services at (803) 327-8007. York Technical College requires a reasonable advance notice for such requests.

ADMISSION PROCEDURES

A. *Applicants who plan to pursue a degree, diploma, and selected certificate programs need to complete the following steps:*

1. Complete and submit an application for admission available at *www.yorktech.com* or in the Admissions Office.
2. Have official transcripts of any previous college credit earned sent to the College if evaluation of transfer credit is desired. (See TRANSFER CREDIT)

NOTE: Individuals who plan to receive credit for previously earned college work should contact the Admissions Office to determine if taking a placement test is necessary.

3. Take the College placement test or submit satisfactory SAT or ACT scores.
4. Confirm your program choice with an Admissions Counselor and be admitted to the College.
5. Plan schedule with an advisor.
6. Register and pay for classes.

SPECIAL NOTE: Entry to Health and Human Services programs requires a physical examination in addition to meeting any other departmental requirements. See the Admissions Office for additional information.

B. *Applicants who do not plan to pursue a degree, diploma, or certificate program but want to register for a credit course of special interest or for Career Development purposes should:*

1. Complete and submit an application for admission available online at *www.yorktech.com* or in the Admissions Office.
2. Contact the Admissions Office to determine if any pre-requisites are required.
3. Confirm your program with an Admissions Counselor and be admitted into the Career Development program.
4. Register and pay for classes.

C. *Applicants who plan to take a Continuing Education course should:*

1. Contact the Continuing Education Office at (803) 325-2888 for class information.
2. Register and pay for classes.

TECHNICAL STANDARDS

Technical standards are published by the instructional divisions for each program of study at York Technical College. The purpose of technical standards is to identify essential requirements that students must meet in order to complete program competencies successfully. All applicants receive a copy of the technical standards upon admission to a program. Students have the responsibility to read the technical standards and understand the competencies required in their program of study. Large print or audio cassette editions are available upon request to the Special Resources office. All inquiries concerning technical standards should be directed to the program department managers.

ADMISSION WITH ADVANCED STANDING

York Technical College awards credit for satisfactory completion of courses in other technical colleges, technical institutes, or accredited colleges. Applicants for admission with advanced standing should complete the College admission application and submit the application to the Admissions Office with an official transcript of work from other schools. All rules regulating the transfer of credit must be met and acceptance of such credit will be at the discretion of the Registrar's Office, Division Dean, and Executive Vice President for Academic & Student Affairs.

STATEWIDE TRANSFER AGREEMENTS

The South Carolina Commission on Higher Education has established a list of technical college courses which are universally accepted by South Carolina's state-supported colleges and universities. York Technical College offers many of these courses, which may transfer for credit in various majors at the state-supported senior colleges.

CHARLOTTE AREA EDUCATION CONSORTIUM INTER-INSTITUTIONAL STUDENT EXCHANGE PROGRAM

The CAEC is comprised of two-year and four-year public and independent colleges and universities in North and South Carolina. Its goal is to provide collaborative and innovative

ways to serve the educational and training needs in the Charlotte-Metrolina region. The CAEC Inter-Institutional Student Exchange Program allows degree-seeking students enrolled full-time at their home institution to enroll in required courses at another CAEC-member institution with no tuition cost. Students are required to complete the CAEC Inter-Institutional Registration form which is available in the Registrar's Office at their home institution. Registration under this agreement may only occur on or after the first day of class during the enrollment period and is on a space-available basis. Enrollment under this agreement may only be used during the Fall and Spring terms at York Technical College. Contact the Registrar's Office or visit http://www.caeconline.org/about/about.html for more information.

EXEMPTION EXAMS

The following is the exemption process for York Technical College. Procedures may change based on specific needs.

1. All exemption examinations require a test fee. For details, call (803) 981-7176 or check the website at http://academic.yorktech.com/department/assess.

A. *Conditions:* Any student who requests an exemption test must obtain approval of the Department Manager or designated faculty for courses other than those listed in the College's Exemption Test brochure. Students will be allowed one attempt to take this test at a time arranged by the Department Manager, the student, and the test administrator.

B. *Administration of Examination:* The Department Manager will determine the appropriate time, place, and test administrator.

C. *Kind of Credit:* Exemption credit will be awarded with a grade of "E" on the transcript, with no guaranteed transfer option, for exemption exams completed with the appropriate passing score.

D. *Application Procedure*: Students must complete an application for the test and pay the testing fee at the Business Office prior to making the appointment for the test.

2. At least 25 percent of semester credit hours required for program completion must be earned through instruction at York Technical College.

3. In order to receive York Technical College credit for exempted courses, the student must enroll in the College within 12 months following the administration of the test and complete one semester at York Technical College.

Students with the appropriate work experience, professional certificates, or other relevant non-collegiate training or experience may request consideration for credit by contacting their program Department Manager.

TECHNICAL ADVANCED PLACEMENT

Technical Advanced Placement (TAP) is an articulation agreement that has been developed by the faculty and administration of York Technical College and the vocational faculty and the administration of Catawba Technology Education Consortium schools. The purpose of the agreement is to provide advanced placement opportunities for high school graduates who complete vocational courses at any of the Catawba Technology Education Consortium high schools. Questions about Technical Advanced Placement can be directed to Catawba Technology Education Consortium high school counselors or York Technical College admission counselors.

ADVANCED PLACEMENT TESTING PROGRAM (AP) AND COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students enrolled at York Technical College may apply to receive credit for Advanced Placement (AP) or College Level Examination Program (CLEP) subject area tests for which there is a comparable York Technical College course. Students who wish to receive such credit must arrange to have their AP or CLEP scores sent from the College Board Testing Service to

TABLE I
ADVANCED PLACEMENT TEST—REQUIRED SCORES

AP Subject Area Test	Required Minimum Score	York TECH Course	Semester Credit Hours
ART HISTORY	3	ART 101	3.0
BIOLOGY	3	BIO 101	4.0
	4	BIO 101 & BIO 102	4.0 & 4.0
Environmental Science	3	BIO 205 & BIO 206	3.0 & 1.0
CHEMISTRY	3	CHM 101	4.0
COMPUTER SCIENCE			
Computer Science: A	3	CPT 101	3.0
Computer Science: AB	3	CPT 101	3.0
ECONOMICS			
Microeconomics	3	ECO 211	3.0
Macroeconomics	3	ECO 210	3.0
ENGLISH			
English Language & Composition	3	ENG 101	3.0
English Literature & Composition	4	ENG 101 & ENG 102	3.0 & 3.0
GERMAN LANGUAGE	3	GER 101 & GER 102	4.0 & 4.0
GOVERNMENT			
U.S. Government and Politics	3	PSC 201	3.0
Comparative Government and Politics	3	PSC 210	3.0
HISTORY			
U.S. History	3	HIS 201	3.0
	4	HIS 201 & HIS 202	3.0 & 3.0
HISTORY			
European History	3	HIS 101	3.0
	4	HIS 101 & HIS 102	3.0 & 3.0
MATHEMATICS			
Calculus AB	3	MAT 140	4.0
Calculus BC	4	MAT 140 & MAT 141	4.0 & 4.0
Statistics	3	MAT 165	3.0
MUSIC			
Music Theory	3	MUS 105	3.0
PHYSICS			
Physics B	3	PHY 201	4.0
	4	PHY 201 & PHY 202	4.0 & 4.0
PSYCHOLOGY			
Psychology	3	PSY 201	3.0
SPANISH LANGUAGE	3	SPA 101 & SPA 102	4.0 & 4.0

TABLE II
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
REQUIRED SCORES

CLEP Subject Area	Minimum Score	York TECH Course	Semester Credit Hours
BIOLOGY			
General Biology	50	BIO 101 & BIO 102	4.0 & 4.0
BUSINESS			
Principles of Management	50	MGT 101	3.0
Principles of Accounting	50	ACC 101 & ACC 102	3.0 & 3.0
Introductory Business Law	50	BUS 121	3.0
Principles of Marketing	50	MKT 101	3.0
CHEMISTRY			
General Chemistry	50	CHM 101	4.0
COMPUTER SCIENCE			
Information Systems and Computer Applications	50	CPT 101	3.0
ECONOMICS			
Principles of Macro.	50	ECO 210	3.0
Principles of Micro.	50	ECO 211	3.0
ENGLISH			
Freshmen College Comp.	50	ENG 101 & ENG 102	3.0 & 3.0
American Literature	50	ENG 201 & ENG 202	3.0 & 3.0
English Literature	50	ENG 205 & ENG 206	3.0 & 3.0
GERMAN	50	GER 101 & GER102	4.0 & 4.0
GOVERNMENT			
American Government	50	PSC 201	3.0
HISTORY			
American History I	50	HIS 201	3.0
American History II	50	HIS 202	3.0
Western Civilization I	50	HIS 101	3.0
Western Civilization II	50	HIS 102	3.0
MATHEMATICS			
College Algebra	50	MAT 110	3.0
College Trigonometry	50	MAT 111	3.0
Calculus	50	MAT 140	4.0
PSYCHOLOGY			
Introductory Psychology	50	PSY 201	3.0
Human Growth and Development	50	PSY 203	3.0
SOCIOLOGY			
Introductory Sociology	50	SOC 101	3.0
SPANISH	50	SPA 101 & SPA 102	4.0 & 4.0

the Registrar's Office. The York Technical College Assessment Center administers CLEP exams for a fee. Students should call (803) 981-7176 for details. For further information, students should contact the Registrar's Office.

TRANSFER CREDIT

Students planning to transfer credit from York Technical College to other postsecondary institutions are responsible for confirming the transferability of courses with those institutions.

Students planning to transfer courses from other postsecondary institutions to York Technical College must adhere to the following guidelines:

1. Students must have official transcripts of completed courses from postsecondary institutions attended sent to the College.

2. Course credit must have been earned at a postsecondary institution accredited at the college level by a nationally recognized regional accrediting agency or by a nationally recognized health accrediting agency for hospital-based transfer credit. Coursework completed at either hospital or college-sponsored accredited radiologic technology programs that are recognized by the Joint Review Committee on Education in Radiologic Technology is eligible for consideration.

3. To receive transfer credit in a program, a course must be required or approved as an elective in the curriculum being entered.

4. A grade of "C" or better must have been earned in each course to be considered for transfer.

5. Course credits being transferred must have been earned within the last 12 years unless a degree or diploma was earned. Shorter course eligibility time limits may apply to selected courses in certain programs.

6. Credit for the courses to be transferred must show on an official transcript from the granting institution.

7. Credits transferred from other institutions may not exceed 75 percent of the total credits required by York Technical College for graduation.

8. Courses transferred into a curriculum must have equivalent or greater credits and be comparable to York Technical College courses which are required or approved as electives in the curriculum. These courses will be assigned a grade of "TR" and will not be calculated in the grade-point ratio (GPR).

9. New students eligible to receive transfer credit must enroll within two semesters of the time the credit is approved. Currently enrolled or former students may transfer credit back to York Technical College to graduate as long as the Transfer Credit and graduation guidelines are met.

TRANSFER OF MILITARY CREDIT

York Technical College awards exemption and/or transfer credit for appropriate educational experiences in the armed services. In determining credits to be awarded, recommendations provided in the *Guide to the Evaluation of Education Experiences in the Armed Services*, published by the American Council on Education, are considered.

READMISSION TO THE COLLEGE

A student who has not attended the College as a credit student for two consecutive semesters and wishes to reenter must be readmitted to the College through the Admissions Office. Readmitted students must meet the graduation requirements in the current catalog for their program unless an exception is recommended and approved by the academic division.

FINANCIAL AID

General Information

The Financial Aid Department seeks to provide assistance to students, enrolled in eligible programs, who demonstrate financial need and have a desire to attend college. The types of aid available include grants, scholarships, part-time employment, and a limited non-federal loan program. Financial aid counselors are available to advise and assist students in applying for financial aid. All students are encouraged to apply by the priority deadline for each semester. The following deadlines apply:

Fall Semester	June 1
Spring Semester	December 1
Summer Session	April 1

Financial need is determined by a standard formula established by the U.S. Congress to evaluate the information reported by the parents and/or the student from the **Free Application for Federal Student Aid (FAFSA)**. The formula produces an Expected Family Contribution (EFC) number. The financial need is determined by subtracting the total cost of attending York Technical College from the Expected Family Contribution (EFC). The FAFSA forms are available in local high school guidance counselors' offices, in the York Technical College Financial Aid Office, and on FAFSA on the web (Internet address: www.fafsa.ed.gov).

Each school year, all students receiving financial aid must sign and return to the Financial Aid Office an authorization form which gives the Business Office permission to deduct tuition, student fees, and bookstore charges from each student's financial aid account. The forms are available at the Financial Aid Office. The authorization may be rescinded at any time by notifying the Financial Aid Office in writing.

TYPES OF AID

Federal Pell Grant—The Federal Pell grant is a program which provides the foundation of financial aid for post secondary education. These grants range from $400 to $4,050 per year for tuition, books, and other educational expenses. The annual award amount will depend on yearly program funding.

Federal Supplemental Educational Opportunity Grant (SEOG)—Federal SEOG may provide an additional $400–$800 per year to Pell Grant recipients who demonstrate, through the Free Application for Federal Student Aid, to have extreme financial need. SEOG funds are limited; therefore, students should apply early.

South Carolina Need-Based Grant (SCNBG)—The SCNBG is a State-funded, need-based grant for students enrolled as undergraduates in public institutions of higher learning in South Carolina. These grants range from $625 to $2,500 per year at York Technical College and are limited to eight full-time semesters. Students apply through the Free Application for Federal Student Aid. Funds are limited; therefore, students should apply early.

Lottery Tuition Assistance Program—The purpose of the Lottery Tuition Assistance Program (LTAP) is to provide resources that supplement, not supplant existing resources for educational purposes to South Carolina students. The Program will assist students who wish to attend two-year public or independent colleges in the State. The annual semester award amount is subject to change based on yearly program funding. All students are required to file the Free Application for Federal Student Aid (FAFSA) form and complete the process to determine eligibility for federal student aid each academic year. Adjustments to the Lottery Tuition Assistance Award will be made when a Federal Pell Grant, SEOG, and South Carolina Need Based Grant (SCNBG) are part of the student's financial aid package. In order to be eligible South Carolina residents must have registered for a minimum of 6.0 credit hours. Financial need is not part of the criteria for LTAP eligibility. Students with prior degrees are encouraged to apply for LTAP.

LIFE Scholarship Program—The Legislative Incentive for Future Excellence (LIFE) Scholarship Program is a merit-based program. Eligible students who attend York Technical College may receive the cost of tuition and fees each term of enrollment (fall and spring terms). Legal South Carolina residents with a minimum 3.0 cumulative grade-point average on a 4.0 scale and who enter college after high school graduation and take a minimum of 12 non-remedial credits per semester (see page 136) may qualify. In addition, students who earned an equivalent average of 30 semester hours in a SC college or university and who earned a minimum cumulative grade-point average of 3.0 on a 4.0 scale during their first year

of enrollment may also qualify. LIFE candidates should complete the LIFE Scholarship Eligibility Confirmation form by the established deadline. Forms are available in the Admissions Office and the Financial Aid Office.

NAVTEP—The Native American Vocational and Technical Education Program (formerly, IVEP) is a Catawba Indian Nation educational grant funded by the U.S. Department of Education for Native American Students and their dependents attending York Technical College. Qualifying students may receive the cost of tuition, books, supplies, and childcare in additional to receiving a stipend and travel while attending class. Once accepted into the program, students are required to maintain at least a 2.0 GPA and attend monthly mentor meetings. NAVTEP offers internship programs through local businesses and employment assistance following graduation. Students may contact NAVTEP staff in the Student Services Building, Suite 205, for requirement information and applications.

Scholarships—Scholarships are provided through the York Technical College Foundation and the generosity of local citizens, civic clubs, and business groups. Scholarships are awarded to students on a competitive basis and are based on criteria such as academic excellence, leadership qualities, and financial need. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum grade-point average (GPA). Scholarship applications are available in the Financial Aid Office and on the College's website. Scholarships are provided through the York Technical College Foundation based on the availability of funds. The deadline to apply for most scholarships is March 31.

CATEGORICAL LISTING OF ALL SCHOLARSHIPS

Freshmen Only
Achievement Scholarship
Bowater Scholarship
Fort Mill Rotary Scholarship
Lehigh-Lancaster Scholarship
Rock Hill Breakfast Rotary Scholarship
Rock Hill Kiwanis Scholarship
Rock Hill Rotary Scholarship
Vocational Director's Scholarship

Industrial/Engineering Only
Curt Shoaf Scholarship

Medical Only
Fort Mill Lioness Betty Goodwin Scholarship
Myrtle B. and Alfred R. Huddleston Memorial Scholarship
Paul G. Gross Nursing Scholarship
Piedmont Healthcare System-Med Staff
Piedmont Healthcare System- Tenet
Piedmont Healthcare System-VAX
Rock Hill Radiology Scholarship
Zona Neal Lane Memorial Endowed Scholarship

Visually Impaired Only
Lions Vision Scholarship Program

Associate of Arts/Associate of Science Only
C.H. Albright Scholarship
Irvin Plowden Scholarship
Kenneth Lambert Memorial Endowed Scholarship

Miscellaneous Scholarships
Andrew Carter Memorial Endowed Scholarship
Barnes Family Scholarship
Val Bartles Endowed Scholarship
Lewis & Lucia Bell Foundation Scholarship
Farmer's Mutual Scholarship
Gastonia Sheet Metal Scholarship
Gerald Patrick Gorman Memorial Endowed Scholarship
Golf Marathon Scholarship
Clarence Hornsby Endowed Scholarship
Junior Welfare League Scholarship
Lewisville Community Scholarship
DL Scurry Scholarship

Federal Work-Study—Federal Work-Study is a part-time employment program which provides jobs that enable students to earn money for educational expenses. These positions are most often limited to 20 hours or fewer per week. Awards and job placement are determined by the student's eligibility, class schedule, academic progress, and job skills, as well as the availability of positions and funds.

Springs Foundation Loan—The Springs Foundation Loan is an interest-free, non-federal, need-based loan designed to assist students with tuition only (maximum $1,000 and $500 book component). Eligibility is limited to students in certain geographic locations. Please contact the Financial Aid Office for more information.

Financial Aid Standards of Academic Progress
Students receiving Federal financial assistance are required to meet the Financial Aid Satisfactory Academic Progress Standards (SAP), while State financial assistance programs have standards of progress which vary with each program. In addition, Federal and State requirements restrict the time frame that students receiving aid have to complete their program and require completion of a minimum number of credit hours each term and require a certain cumulative grade-point average along with a prescribed number of credit hours it takes to complete each academic program. Failure to do so may result in termination of financial aid eligibility. Detailed information on the financial aid SAP standards are issued to all students receiving financial aid assistance. All recipients of financial aid are required to meet satisfactory academic progress guidelines established by York Technical College to comply with federal regulations. The intent of the policy is to ensure that students who receive federal and state financial assistance are making measurable progress toward completion of a program of study. The policy is separate from the institution's standards of progress and is monitored each semester. Satisfactory academic progress must include both qualitative (GPA) and quantitative (maximum time frame). There are three criteria applied to determine progress at York Technical College:
1. The maximum length of time for which the student may receive financial aid.
2. The percentage of attempted credit hours the student must earn during the academic year.
3. The minimum grade point average (GPA) the student must maintain.

Financial Aid Satisfactory Academic Progress will be reviewed at the end of each semester. Results of that review will be used to determine the subsequent semester's eligibility for financial aid. Students are responsible to ensure that they maintain the minimum semester and cumulative GPA and to ensure that they complete the required minimum number of credits each semester.

Satisfactory academic progress must be maintained even during semesters in which aid is not received.

Grades/Coursework reviewed in Cumulative GPA

Grades of F, U, I, W and WF indicate unsatisfactory completion of courses for financial aid purposes. Failure of a student to satisfactory complete the required number of credits during the semester may result in the probation or suspension of financial aid.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete course.

Repeat Courses: Repeated courses count as attempted credit hours.

Remedial Courses: Students who enroll in remedial coursework may receive financial aid for a maximum of 30 hours.

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program.

Initial Eligibility: First-time freshmen and transfer students with no prior academic history at YTC are considered to be making satisfactory academic progress for the first semester of enrollment.

To establish initial eligibility for financial aid as a current student, policy will require a review of the past academic record even if the student paid for the courses. Transfer credits will be counted in cumulative hours attempted and the student must have a 2.0 GPA.

Academic Fresh Start:
Academic Fresh Start Program is an institutional program for students returning to York Technical College after a two-year absence. This program does not apply to the calculation for determining satisfactory academic progress for financial aid.

Probation:
Students who receive financial aid but fail to maintain satisfactory academic progress as stated in the *Financial Aid Information for Students* document will be placed on probation. Multiple probations are possible if a student is making satisfactory academic progress after a period of at least one academic term.

Suspension: Financial aid suspension will result from **failure to:**

1. Complete the minimum required number of credits required during a probationary semester.
2. Maintain a cumulative GPA of at least 2.0 during a probationary semester.
3. Graduate prior to exceeding the maximum number of credits allowed for the student's published program length.
4. Meet the requirements of an appeal approval. A student who is suspended again after failing to meet these requirements, MUST attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility. Subsequent appeals may be considered if a student has experienced unusual extenuating circumstances.

Students who are deemed on financial aid suspension will not be awarded financial assistance for the next term of enrollment. If you are deemed ineligible within an award year, any financial aid awards for the next term will be canceled. Continuation of course work will be the student's expense.

Reinstatement:
1. Appeals: A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office. Written documentation is required for appeals for financial aid reinstatement. A committee reviews each appeal on a case-by-case basis to determine whether reinstatement of aid will be granted and all decisions are final. **Submission of an appeal does not guarantee reinstatement of financial aid**. If the appeal is approved, the student will be placed on financial aid probation for one semester and the student must meet the condition(s) of her/his appeal. Failure to regain good standing status within the probation semester will result in the suspension of future financial aid.

Criteria #1: Federal regulations mandate a maximum time frame in which a student must complete their program as 150% of the published length of the educational program. **The assessment of hours is cumulative and includes previous hours attempted (regardless of grade): transfer credits, repeat classes, incomplete and grades of withdrawal.** Previous credits will be included in the cumulative total whether or not financial assistance was received. The 150% time frame will be monitored each semester. **Once the maximum 150% of the program has been attempted, the student is no longer eligible for financial aid.**

Students pursuing multiple programs of study through York Technical College will be limited to a maximum time frame of 180 hours attempted (150 percent of what is required to earn a bachelor's degree at most four-year institutions). A first degree may be earned before a recipient has attempted the maximum of 150 percent of the semester hours required for the program originally enrolled. Recipients who earn degrees with less than 150 percent of the semester hours required for the program will not be allowed to use the remaining hours toward a second degree. A program assessment will determine a "new" allowable time frame. The assessment will be determined after the student applies for an appeal. The appeal must be approved before a new time frame is set. Financial aid will notify a student of the "new allowable time frame". A student must be reviewed at the end of each semester before any financial aid funds are applied to the account.

Change of Major(s): A student who changes major is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate program into a diploma or certificate program of study, may lose federal and state eligibility immediately upon making the change based on the cumulative academic history review for the 150% maximum time frame requirement.

Criteria 2: In order to assure progress toward the completion of a program, students receiving financial assistance at York Technical College policy must complete 70% of all attempted hours each semester. **Attempted hours are all courses the student is enrolled in at the end of the add/drop period.**

Criteria #3: The student must maintain a semester and cumulative 2.0 grade point average (GPA) to receive financial aid. If the GPA falls below 2.0 at the end of the semester, the student will be placed on probation.

Ability to Benefit
To qualify for Title IV assistance, a student who does not have a high school diploma or the recognized equivalent (GED) must meet the following standard:

Achieve a score, specified by the Secretary of Education, on an independently administered test demonstrating an ability to benefit from the program. Please contact the Financial Aid Office for additional information.

VETERANS' BENEFITS

York Technical College is approved by the South Carolina Commission on Higher Education for training of eligible veterans and children and spouses of deceased or disabled veterans. York Technical College processes benefits for the following programs:

Chapter 30	Montgomery GI Bill
Chapter 31	Disabled Veterans (Vocational Rehabilitation)
Chapter 32	Veterans Educational Assistance Program (VEAP)
Chapter 35	Dependents and Survivors' Benefits
Chapter 1606	Reservists and National Guard Benefits
SC Free Tuition	Vet Dependents
Work Study	
Tutorial Assistance	

A Department of Veterans' Affairs Summary of Educational Benefits is available in York Technical College's Veterans' Affairs Office.

VA CERTIFICATION FOR ONLINE COURSES

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the internet or other modes of distance learning York Technical College acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college provides an assigned instructor for each course. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course. Further, the student must demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the college for its resident courses. All students participating in online classes must comply with the college's attendance procedure for online students. This information is available in the course syllabus.

EXPENSES

EXPENSES

Students registering for courses offered by York Technical College must pay the full tuition charge for those courses by the established payment deadline. Tuition fees for the individual student are determined by the state of legal residence in accordance with the South Carolina Code of Laws 59-112-20 and by the county of residence on the initial date of registration for the current semester. Tuition fees are not subject to adjustment due to a change in residence which occurs after the initial date of registration for that semester.

YORK COUNTY RESIDENTS

Full-time (12 credits or more per semester)	$1375.00 per semester
Part-time (Fewer than 12 credits)	$ 115.00 per credit

OUT-OF-COUNTY RESIDENTS

Full-time	$1550.00 per semester
Part-time	$ 130.00 per credit

OUT-OF-STATE RESIDENTS

Full-time	$3100.00 per semester
Part-time	$ 259.00 per credit

REGISTRATION FEE

$20 per semester (non-refundable)

CONTINUING EDUCATION

See Short Course schedule for fee information.

Tuition charges are subject to change as necessary. Please contact the Business Office to validate tuition fees.

OTHER COLLEGE FEES

Late Registration Fee - A non-refundable late registration fee will be charged to students registering on or after the first day of class at a rate of $2 per credit hour to a maximum of $24.
Technology Fee - $4 per credit hour to a maximum of $48 (refundable)
Placement Test Fee - $10
Placement Retest Fee - $50
Official Transcript or Grade Report Fee - $4 each
Institutional SAT - $48.50 (Optional method to qualify for Health and Human Services program.)

List Processing Fee --Students seeking to enroll in any of the Health and Human Services Division programs listed below are required to pay a $50 non-refundable list processing fee upon qualifying for the program. Students accepted into these programs are also required to pay a non-refundable reservation fee of $100 upon acceptance. The reservation fee is applied towards students' tuition for their first term of enrollment in the program. The applicable programs are as follows:

Dental Assisting	Nursing (RN and PN)
Dental Hygiene	Radiologic Technology
Medical Laboratory Technology	Surgical Technology

Students pursuing the phlebotomy course or Central Service Certificate are required to pay a $25 non-refundable processing fee upon qualifying for the course. Students accepted into the course or the Central Service Certificate are also required to pay a non-refundable reservation fee of $75 upon acceptance.

Liability Insurance Fee - A liability insurance fee is also required for medical-related programs.

REFUND POLICIES

General
It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring parties receive a fair and equitable refund of tuition charges upon withdrawal or reduction of course load below 12 credit hours.
Tuition charges for a semester term will be refunded at the following rates:

Refunds %	Withdrawal with last date of attendance or net reduction of credit hours:
100%	1st - 7th calendar day of the term
75%	8th - 14th calendar day of the term
50%	15th - 21st calendar day of the term
25%	22nd - 28th calendar day of the term
0%	After 28th calendar day of the term

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule delineated above.

Students reducing course load or withdrawing from the college prior to the 29th calendar day of the semester are entitled to a pro-rated refund (mini-terms will be pro-rated in proportion to the length of the mini-term). Pro-rated refunds are computed from the last date of class attendance. No cash refunds will be made. The refund process takes approximately two weeks.

Federal and State Refunds
Students receiving a Pell Grant or FSEOG funds who completely withdraw from a term are required to return a portion of their unearned aid to the appropriate Title IV aid program. Students earn their aid based on the period of time they remain enrolled. **Students who remain enrolled beyond the 60 percent point during a semester earn all of their aid for that period**. Students who owe funds to a Title IV aid program will be billed and are not eligible to receive any additional Title IV funds until the amount owed is repaid or satisfactory repayments are made. Please contact the Financial Aid Office for more detailed information. Students receiving the LIFE Scholarship or the South Carolina Need-Based Grant (SCNBG) who completely withdraw from a term will be reviewed based on the general refund policy.

Campus Bookstore and Textbook Refunds
Refunds for purchases made by CHECK cannot be issued for 10 working days from the date of purchase (receipt required). The Campus Bookstore will provide refunds under the following conditions:

- For a full refund textbooks must be returned in seven days of the start of school, in your original form of payment with a receipt.
- For a full refund after the first seven days of classes, you must have proof of schedule change and the receipt. A refund will not be given after the 30 days of school starting.
- No refunds given on textbooks without a receipt.
- No refunds given on custom course materials or course packs.
- Textbooks must be in original condition.
- All textbooks purchased after the first week of school will be refunded in your original form of payment with a receipt within two days of purchase.
- All medical and specialty reference book refunds are giving in your original form of payment with a receipt within the three days of purchase.
- Software must be unopened with a receipt for an exchange or refund. Open software may be exchanged for the identical item only.
- No refunds given on magazines.
- All merchandise must be in original condition.

ACADEMIC REGULATIONS

GRADING SYSTEM

The College operates on a quality-point system. Semester credits represent the number of credit hours completed with a passing grade; quality points are determined by the grade earned. Each grade is assigned a grade-point equivalent in quality points for each credit hour scheduled. The grade-point ratio equals the sum of quality points divided by the sum of the semester credits carried.

Letter grades indicate the following achievement:

A Excellent "A" indicates achievement of distinction and generates four grade-points for each credit hour.

B Above Average "B" indicates above-average achievement and generates three grade-points for each credit hour.

C Average "C" indicates average achievement and generates two grade-points for each credit hour.

D Below Average "D" indicates below-average achievement and generates one grade-point for each credit hour.

I Incomplete "I" indicates an incomplete course status. It can be assigned to allow a student, for an acceptable reason, to postpone completion of the class requirements until six weeks into the following term. "I" earns no credit hours or grade-points. Incomplete grades will result in a grade of "F" if the course requirements are not completed before the last day of the sixth week of the following term.

CF Carry Forward "CF" indicates that a grade will be assigned in a subsequent term. "CF" earns no credit hours or grade-points.

S Satisfactory "S" indicates satisfactory progress in Teleproduction externships and Learning Assistance Center courses; earns credit hours or Continuing Education Units (CEU). "S" does not generate grade-points.

SC Satisfactory Completion "SC" indicates satisfactory completion of subject requirements in Learning Assistance Center courses; earns credit hours. "SC" does not generate grade-points.

F Failure "F" indicates unsatisfactory achievement, no credit hours earned and generates zero grade-points for each credit hour. Punitive.

U Unsatisfactory "U" indicates unsatisfactory achievement in Teleproduction externships and Learning Assistance Center courses; earns no credit hours or Continuing Education Units (CEU). "U" does not generate grade-points.

W Withdraw "W" indicates a withdrawn course status and earns no credit hours or grade-points. Non-punitive.

WF Withdrawn/Failure "WF" indicates student was withdrawn after mid-term and was making unsatisfactory progress at the point of withdrawal. Earns 0 credit hours and generates zero grade-points for each credit hour. Punitive.

E Exempt "E" indicates an exemption course status and is awarded for York Technical College courses which students have been permitted to exempt as a result of testing, equivalent work experience or other educational experience. An "E" earns credit hours but no grade-points.

TR Transfer "TR" indicates a transfer course status and is given for allowable comparable York Technical College credits earned at other colleges or universities. "TR" earns credit hours but no grade-points.

AU Audit "AU" indicates an audit course status, earns no credit hours or grade-points. Audit status in a course must be declared when the student registers for that course or during the add/drop period.

Grade Reports
Grade report information will be available to students as soon as possible following the end of a term. Students should use WebAdvisor to view and print their grades or they may submit a written request to Student Records to receive official copies. Students are encouraged to carefully review their grade information and report any errors to the Student Records Office in the Student Services Building. Any requests for grade changes must be submitted within one year of the ending date of the semester in which the grade was assigned. Grade information will not be released to students owing past due funds to the College.

Auditing of Courses
A student who desires to attend class regularly but does not wish to receive a final grade or credit toward graduation for the course may register for audit status with the approval of the instructor of the class and the division dean. Audit students are expected to attend all classes regularly and to pay all fees. Audit status must be declared by the end of the add/drop period for the semester of enrollment. A form to declare audit status is available from the Division Office or the Student Records Office. Financial aid programs and the Veterans' Administration do not provide funds for auditing a class.

Examination Policy
York Technical College has an optional examination policy. Faculty in each department make the decision whether to give a cumulative final examination in each course in the department or whether to evaluate achievement in the course by periodic tests and daily grades without a final examination.

Repeating a Course
When a York Technical College student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the highest grade earned in that course will be used in the calculation of student's grade-point ratio.

PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY
The Family Educational Rights and Privacy Act of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of York Technical College to follow the guidelines in order to protect the privacy of its students. The following statement of student rights is made under the provisions of the Act and is afforded to all eligible students:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information is defined to be:

Student name, address, electronic mail address, telephone number, dates of attendance, full-time/part-time status, program of study, anticipated date of graduation, awards, honors, degree, diploma, or certificate conferred. Students who wish to request non-disclosure of the above items should submit a written request to the Student Records Office for each semester in which non-disclosure is requested.

ACADEMIC FRESH START

The Academic Fresh Start procedure is designed to assist returning students, who meet specific conditions, to have a fresh start in how their previous academic records are applied toward meeting graduation requirements in credit programs leading to a degree, diploma or certificate. Any student who meets the following conditions should contact the Registrar's Office for an application.

Academic Fresh Start is available only to students after re-entry to York Technical College following two years' absence. It is the responsibility of the student to apply in writing for Academic Fresh Start within the first two semesters following re-admission. In order to qualify, students applying for Academic Fresh Start must have a cumulative GPA below 2.0 for all course work. Students must also establish a term of progress (2.0 term GPA) before Academic Fresh Start will be applied.

Academic Fresh Start applies only to the course work taken prior to the term of re-enrollment. Under this process, all courses previously taken at YTC are removed from the grade-point average calculation but still appear on the student's transcript with the original grades earned. Courses completed with grades of "A", "B", or "C" may still be used to meet program requirements, if applicable; however, grades of "D" may no longer be used. Academic Fresh Start does not apply when determining eligibility for academic honors at York Technical College.

STANDARDS OF PROGRESS

Standards of Progress for Credit Students

State Board Technical and Comprehensive Education Procedure 3-2-105.1. A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Students' academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless students petition the Registrar's Office.

Good Standing: Students whose term grade-point average (GPA) and cumulative GPA are above 2.0 are in good standing for the following semester.
Academic Warning: Students whose term GPA or cumulative GPA is below 2.0 will be placed on academic warning for the following semester. Students on academic warning are encouraged to meet with their advisor to plan strategies for improving academic performance.
Academic Probation: Students whose term GPA or cumulative GPA remains below 2.0 after the academic warning term will be placed on academic probation for the following semester. Students on academic probation will be restricted from registering until they meet with a probation counselor to identify strategies for improving academic performance.

Continuing on Academic Probation: Students whose term GPA or cumulative GPA remains below 2.0 following the academic probation term will remain on academic probation for the next semester of attendance. Students continuing on academic probation who have improved their academic performance and are adhering to the prescribed plan may have their academic standing reassessed to allow for registration without restriction.
Academic Suspension: Students whose term GPA and cumulative GPA are below 2.0 at the end of the academic probation term will be suspended for one semester. Students on academic suspension will be restricted from registering for a semester and must meet with a counselor to identify strategies for improving academic performance. Students wishing to appeal their suspension status due to extenuating circumstances are required to contact an Admissions counselor in Student Services for further information.

Standards of Progress for Career Development Students
Students wishing to pursue a degree, diploma, or certificate at the College may be accepted as Career Development students; however, they must complete any required placement tests or provide official evidence of prior college work in order to be accepted into their degree, diploma, or certificate program. Career Development students will be contacted by the Admissions Office when they have accumulated 16 or more credit hours in Career Development. The Admissions counselors will encourage students to complete their admissions into a credit program. Career Development students are subject to the same standards of academic progress as students enrolled in degree programs.

Standards of Progress for Developmental Courses
Students enrolled in one or more non-developmental courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental courses must maintain satisfactory progress as measured by grades of "S" or "SC." Fifty percent or more of unsatisfactory grades of "U" will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work by the end of their next semester of work will be subject to suspension at the end of the probationary semester. Enrollment in developmental education courses numbering 001 through 099 (mathematics, reading, and English) shall be limited to a maximum of 30 semester hours. Students with extenuating circumstances who wish to appeal the maximum limit should contact an Admissions counselor in Student Services for further information.

Financial Aid Recipients
In addition to the College's standards of academic progress, students receiving Federal and or State financial assistance must meet all Financial Aid standards of progress. Please contact the Financial Aid Office for additional information.

Cumulative GPA is a calculation of the average of all final course grades the student has earned at York Technical College. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.

Term GPA is a calculation of the average of all final course grades a student has earned for a specific term. It is used to determine Dean's List and President's List each term. It is also used along with cumulative GPA to determine satisfactory academic progress each term.
Please Note: *When the same course is repeated, the higher grade is used in the GPA calculation.*

Dean's List
Students who earn seven or more credit hours in a term, excluding the course hours for which grades of "W", "E", "TR", "AU", "S", "SC", or "U" are earned, and who achieve a 3.50–3.99 term GPR will be named to the Dean's List for that term. Students who earn seven to 8.5 hours in a term, excluding the course hours for which grades of "W", "E", "TR", "AU", "S", "SC", or "U" are earned, and who achieve a 4.00 GPR will be named to the Dean's List for that term. Students earning grades of incomplete "I" in any course in a term will not be eligible to be named to the Dean's List for that term.

President's List
Students who earn nine or more credit hours in a term, excluding the course hours in courses for which grades of "W", "E", "TR", "AU", "S", "SC" or "U" are earned and who achieve a 4.0 term GPR will be named to the President's List for that term. Students earning grades of incomplete "I" in any course in a term will not be eligible to be named to the President's List for that term.

ENROLLMENT INFORMATION

Academic Advising
Students are assigned a faculty advisor who helps them design and develop their academic programs. Students should confer with their advisors before each semester to plan course schedules.

Student Academic Load
The schedule for a full-time day student may range from 12 to 40 hours of class and/or laboratory hours per week. Students who wish to carry more than 18 semester credit hours should receive the approval of their advisor.

Registration for Credit Courses
Students are required to register according to the published registration schedule for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with the instructions published by the College. Students are not officially enrolled until they complete all the steps of registration, including the payment of all fees.

Campus Cruiser
Campus Cruiser is a web-based portal which links all aspects of campus life to create a community environment. It provides services such as student e-mail, campus announcements, message boards, calendars, and discussion groups. It also provides password-protected access to academic and financial information, online registration, program evaluation (Degree Audit), and access to student forms. Students are responsible for checking Campus Cruiser on a regular basis to receive important college information. A link to Campus Cruiser is on the College's website at www.yorktech.com.

Attendance Policy
Students are responsible for attending all scheduled meetings in the courses in which they are enrolled **until they have completed all course requirements**. Students are responsible for all material covered and for all assignments made in all classes. Students who are absent from a class more than 20 percent of the hours assigned will be withdrawn. A grade of "W" is assigned if the student's last date of attendance is on or before mid-term. If a student is withdrawn from a course and the last date of attendance is after mid-term, the grade assigned may be a "W" or a "WF". The attendance policy also applies to students enrolled in telecourses or online courses. "Attendance" is established for telecourses through contacting the instructor, turning in assignments, and completing tests. "Attendance" is established for online courses by contacting the instructor, logging into the course on a regular basis, and completing assignments and tests. The attendance procedure for online and telecourse students is available through the course syllabus.

Dropping and Adding Courses
Students may add or drop courses to their schedule during the first five class days of a semester or the first three class days of the summer term or a mini-semester. A refund may be processed for a reduction in credit hours from the original registration. (See REFUND POLICIES)

Withdrawal from a Course
Students may withdraw from a course or courses after the add/drop period until mid-term with a grade of "W." To withdraw from a course, students obtain a Withdrawal From Class form from their instructor or the division office. A grade of "W" is assigned if the student's last date of attendance is on or before midterm. If a student is withdrawing from a course and the last date of attendance is after midterm, the grade assigned may be a "W" or a "WF".

Withdrawal from the College
Students who find it necessary to withdraw from the College should first consult with their advisor and should then apply for an official withdrawal at the Admissions Office. It is extremely important for students who withdraw from the College to notify this office. Students will not be given an honorable dismissal until college property charged to the student is returned. Students who are receiving financial aid should also contact the Financial Aid Office.

Reinstatement Procedure
Students who wish to request readmission to a course after being withdrawn for excessive absences must write a letter to the instructor requesting reinstatement and attach documented information concerning the absences. If, in the instructor's judgment, the student does have acceptable documentation and a reasonable chance to complete the course successfully, the instructor will sign the request indicating approval and submit it to the Division Dean. The

student may continue in class only if the request is approved by the Division Dean. Readmitting students to classes after 20 percent absences is a rare exception.

STUDENT RECORDS

Verification of Enrollment
York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. To obtain enrollment verification, please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at (703) 742-4200.

Requests for Transcripts
Students who wish to have official copies of their transcripts must complete a Transcript Request form at the Student Records Office and pay the $4 fee for each transcript. Transcript Request forms are also available under Student Forms on Campus Cruiser. Please allow at least one full workday for Student Records to process a transcript request. More time may be necessary during peak periods. Students may print unofficial copies of their transcripts from Campus Cruiser. Transcripts will not be issued for students who owe past-due funds to the College.

ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined on the following page in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).

2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Manager may request that the problems be specified in writing. The Department Manager will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.

3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the division dean and make a follow-up appointment for discussion. The Dean may elect to discuss the situation with the Department Manager, the instructor, and the student. The Division Dean with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the dean a written response covering any recommendations and results of a review if such is necessary.

4. If the student is not satisfied with the response from the Division Dean, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

GRADUATION INFORMATION

(See the College's web site at www.yorktech.com for additional graduation information.)

Requirements for Graduation
Requirements for graduation vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum.

An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required programs of study for their chosen field and meet the following requirements:

1. Has been admitted to the curriculum for the catalog year under which they plan to graduate. Please note: A minimum of one course required for graduation must be completed after the effective term of the program for that catalog year.

2. Has satisfactorily completed the required number of hours and courses specified in the curriculum in which they are enrolled. At least 25% of semester credit hours required for program completion must be earned at York Technical College.

3. Has achieved a 2.0 grade-point ratio on all courses which apply toward graduation as defined by SBTCE Policy #3-2-105.

4. Has paid all required fees and other financial obligations due the College.

5. Has filed with the Registrar's Office the official "Application for Graduation" form and has paid the non-refundable graduation fee as indicated on the application.

Students who re-enroll in the College after an absence of two consecutive semesters or more and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of re-enrollment. Students who change programs while continuously enrolled at the College and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of acceptance into a new program or re-acceptance into a previous program. Students pursuing multiple majors must meet the graduation requirements in effect at the time they apply for graduation from the multiple major. Exceptions maybe granted if recommended and approved by the academic division dean.

Honor Graduates
Diploma and degree graduates who earn a cumulative grade-point average of 3.5 or higher for all their coursework at the College through the Fall Semester of their graduation year and apply for graduation by March 1 of their graduation year will be designated as candidates for honor graduate status on the graduation program. However, actual honor graduate status will be based on the student's cumulative grade-point average earned at the end of the term in which he or she graduates. Students earning a 3.5-3.99 cumulative GPA at the end of their graduation term will be Dean's List honor graduates and students earning a 4.0 cumulative GPA at the end of their graduation term will be President's List honor graduates.

President's Award for Students
The President's Award for Student's is presented to graduation candidates who have been selected by the faculty in their division for their outstanding contribution to the College and community. Scholastic achievement, service to the College and community, perseverance, and attitude are among the criteria achieved by these students. The students chosen to receive this award are recognized at the graduation ceremony.

Who's Who Among Students in American Junior Colleges
Who's Who Among Students in American Junior Colleges is one of the most highly regarded and long-standing honor programs in the nation. Who's Who students are selected by their faculty to receive this recognition. To be selected, students must be in their second year, have an above average academic standing, be acknowledged for their participation in extracurricular activities, and be active in projects of community service. Who's Who students are named in the Fall term of their senior year.

Phi Theta Kappa
Phi Theta Kappa is a nationally recognized honor fraternity for junior college students. To be considered for full membership (membership by invitation only), a student must be enrolled in an associate-degree program, have a minimum cumulative GPA of 3.5 with at least 12 hours in degree-level courses, be of good moral character, and possess recognized qualities of citizenship. To maintain membership once established, members must maintain a minimum cumulative GPA of 3.25. Phi Theta Kappa graduates wear the golden stole of their fraternity at the graduation ceremony.

Student Marshals of the College
Students named as marshals of the College at graduation must have earned at least 24 hours in the program and have maintained a 4.0 grade-point average in all their coursework at the College. Student Marshals act as hosts and hostesses of the College at the graduation ceremony and wear blue and red sashes.

Graduation Ceremony
The commencement ceremony is held after the end of the Spring semester. Students who have completed their course work for degrees and diplomas and have applied for graduation in the preceding Fall semester as well as those anticipating completion in the Spring semester or Summer term of that year are eligible to participate. Students must apply to participate by March 1 of their graduation year. However, no degree, diploma, or certificate will be awarded until all requirements are completed.

STUDENT SERVICES

STUDENT SERVICES

Student Activities
The Student Activities Office, located in the Student Center, is responsible for all student clubs, organizations, and activities at York Technical College. Students are encouraged to visit the Student Activities Director to ask questions, make suggestions, or to sign up to participate in a club or activity.

Student Government Association
The Student Government Association (SGA) is an organization composed of students who represent the entire student body. All full-time and part-time students enrolled in credit programs leading to a degree, diploma, or certificate are automatically members of SGA. All students are encouraged to attend SGA meetings to express their opinions and concerns, although only representatives may vote on official SGA matters.

The leaders of Student Government Association are committed to representing the entire student body and to developing students' awareness of the many facets of life at York Technical College. Students involved in the leadership of SGA not only have a voice in College policies affecting students, but they also sponsor all student clubs and organizations at York Technical College and organize programs for the student body.

SGA provides students with opportunities to develop leadership, interpersonal, social, team building, and problem-solving skills, as well as a chance to engage in the democratic process. All students, faculty, and staff are encouraged to participate in the activities sponsored by SGA.

Student Clubs and Organizations
Association of Computing Machinery (ACM - Computer Club)
Alpha Beta Gamma (Radiologic Technology Association)
Aperion Society (Science Club)
ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.) (Student Chapter)
Beta Gamma Chapter of Sigma Kappa Delta
Christian Fellowship
Four Winds Martial Arts
International Club
Jacobin Society (Political Science Club)
Library Club
National Vocational-Technical Honor Society
Phi Beta Lambda (Future Business Leaders of America)
Phi Theta Kappa (National Honor Society)
Presidential Ambassadors
Student Government Association (SGA)
Student American Dental Assisting Association
Student American Dental Hygiene Association
Student Nurses' Association
TECHnicians Club
Students with Vision (Community Service)

Information about creating new clubs is available in the Student Calendar.

Activity Period
Classes are canceled for an Activity Period twice each semester for day students and once per semester for evening students. During those hours, clubs and professional organizations will meet, and special programs for the entire student body may be held.

Publications
The *Student Calendar* is published annually and includes a calendar of events for the following year and information about clubs, organizations, and special events. The *Student News* is published bi-monthly and includes information about important academic dates and deadlines, meeting times and locations, special events, upcoming activities, and announcements.

Career Center
The York Technical College Career Center is located in the Student Services Building in the Admissions Department. The Center houses many resources designed to assist students in learning more about themselves and job opportunities. Computer guidance and information

systems such as SCOIS and CHOICES are available for student use. Access to the Internet allows users to visit career planning and job search sites such as America's Job Bank and the US Department of Labor. In addition to computer guidance systems, admissions counselors also assist students with career interest tests in written form.

Counseling Services
Student Services provides admission counseling to help the students decide whether the program for which they have applied is realistic and whether it will satisfy their educational needs and vocational goals. Trained professional counselors are qualified to help individuals assess and understand their abilities, interests, and other characteristics. The counselors provide career information concerning local, state, and national job opportunities and assist students in planning courses of study and in making career decisions. In addition to vocational and educational counseling, counselors also assist students in personal and social concerns and make referrals to appropriate community agencies when necessary. All York Technical College students are encouraged to take advantage of the professional counseling services available.

START Center
In an effort to assist students in making a smooth transition into college life, the START Center provides first-time freshmen students with a centralized location for general orientation, information about college resources and departmental orientations, and first-semester advising and registration. In order to foster students success during the semester, follow-up contacts will be made with the students served by the START Center.

Student Records
The Student Records Office provides the following services for students: course registration, official grade-reports, official transcripts, applications for graduation, and maintenance of student records. York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. Please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at (703) 742-4200 to obtain enrollment verifications.

Registrar's Office
The Registrar's Office provides the following services to students: transcript evaluations, evaluations of military credit, evaluation of AP or CLEP credit, processing of course substitutions, academic progress monitoring and notification, verification of graduation requirements, graduation ceremony preparations, preparation of degrees, diplomas, and certificates, and determination of honor graduates.

Workforce Development Center
Under the Workforce Investment Act of 1998, the Center has a partnership with the Employment Security Commission One-Stop Workforce Centers in York, Chester, and Lancaster counties to provide services to help the unemployed and underemployed workers find long-term employment. The Center administers the Workforce Investment Act (WIA) Intensive Services and Training Program. This program offers career planning, employability skills upgrading, job seeking skills, labor market information, supportive services, training opportunities, and follow-up services for eligible WIA participants.

The Center's Resource Center is open to the public for self-service activities. These self-service activities include career assessment software, word processing software, resume preparation software, access to local, regional and national job listings, labor market information, community resource information, job keeping/seeking information, SCOIS and Keytrain, and a range of brochures dealing with these topics.

Persons interested in receiving more information about WIA should contact their local Employment Security Commission One-Stop Workforce Center in Chester County at (803) 328-3881, in Lancaster County at (803) 285-6966, in York County at (803) 328-3881 or the Workforce Development Center located in the Student Services Building, Suite 200, at (803) 981-7197.

Job Placement Office
The Job Placement Office, in conjunction with the academic division, assists students and graduates in securing a position in their chosen fields. The Job Placement Office serves all graduates of the College and students who are currently enrolled. This office also develops and

coordinates on-campus company recruitment of students and an annual career fair. Important objectives of the Job Placement Office are to help students in the development of job search techniques, assist in preparing marketable resumes, provide labor market information, and provide students with business and industry information.

Visions
Visions is an Educational Talent Search Program sponsored by York Technical College. The program is designed to help tri-county residents identify an area of career interest, as well as understand available secondary and postsecondary educational opportunities. Services include career planning, course advisement, college transfer information, college admissions fee waivers, college success workshops, and scholarship information.

Volunteer Program
The Volunteer Office provides necessary and diverse services to students and personnel of the College. Persons interested in obtaining more information should contact the Volunteer Services Office at York Technical College at (803) 981-7052.

Special Resources Office - Disability Services
The Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities including but not limited to physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student.

The Special Resources Offices also offers the following special needs scholarship programs:
The **Adults-in-Transition** program's purpose is to assist unemployed or underemployed dislocated workers, displaced homemakers, low-income students, and single parents in their transition to new employment through the education and training provided by York Technical College. Financial support may include assistance with tuition or childcare or transportation expense. Additional support services may include academic and career counseling, monthly meetings, and referrals.

Challenge is a program designed for students who choose majors not traditionally associated with their gender (i.e., females in Industrial and Engineering Technologies and males in Health and Human Services). The program offers its participants advising and academic support services, as well as a limited number of stipend awards.

The goal of **Project Impact** is to provide monetary scholarship assistance necessary for qualified minority students to pursue an appropriate education to gain the knowledge and skills necessary to obtain gainful employment and/or transfer to a senior college or university.

The Student Support Services Trio Program
The Student Support Services Program provides services to students who have special academic needs. Services include course advisement, college transfer information, career planning, financial aid assistance and college success workshops. Free individualized tutoring is available in a variety of subject areas.

Tutoring Center
The Tutoring Center is located in Student Services (Room 301). Free drop-in tutoring is available to York Technical College students in a variety of subjects. Individualized one-to-one tutoring is available for students enrolled in the Student Support Services program and for students with special needs. The tutoring hours and subjects tutored are available at the Tutoring Center and can also be accessed on the College's web page www.yorktech.com.

STUDENT CONDUCT

York Technical College adheres to the South Carolina Technical College System Student Code and Grievance Procedure, approved by the State Board for Technical and Comprehensive Education on November 13, 2003. (Copies of this *Student Code and Grievance Procedure* are available in the College Library, the Industrial & Engineering Technologies Division Offices in Building C and D, the Business, Computer, Arts & Sciences Division Office in Building A, the Health & Human Services Division Office in Building A, the Student Government

Association Office in the Student Center, in the Student Services Building., and on the College's website.) It is the policy of York Technical College that the *Student Code and Grievance Procedure* shall govern conduct and guarantee due process for students enrolled at the College.

The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. The regulations which follow are significant and students are expected to become familiar with them:

1. The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process.

2. The possession or consumption of alcoholic beverages or other drugs by a student while on College property is prohibited and is grounds for dismissal. York Technical College does not sanction the use of alcoholic beverages at any event involving students of the College.

3. Children are not permitted in classrooms, shops or labs. Children should not be left unattended at any time on campus. Students are not allowed to take visitors to class with them except by special administrative approval. All visitors must register at the reception desk in the Administration Building.

4. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.

5. All students should display a current parking decal on their vehicle and abide by the parking regulations provided.

6. Students are not permitted to eat or drink in the library or labs. Eating and/or drinking in classrooms is left to the discretion of the instructor. Smoking is not permitted in buildings.

7. Other behavior- Students who engage in such acts as stealing, profane language, immoral conduct, any type of fighting, pushing or shoving, or any act that endangers the health or property of others are subject to disciplinary action, including dismissal.

8. Shop Areas- Since the shops and laboratories pose a potential area of hazard, students should not visit the shops without the permission of the instructor in charge.

9. Dress- If extreme styles of dress interfere with the educational process, appropriate attire will be suggested to the student.

THE STUDENT APPEALS & DISCIPLINARY REVIEW COMMITTEE

The Student Appeals & Disciplinary Review Committee is a committee to consider the case of a student who declines to accept the findings of the Associate Vice President for Academic and Student Affairs or her designee. The committee (1) hears an appeal from a student charged with an infraction that may result in disciplinary action, (2) hands down a decision based only on evidence introduced at a hearing, and (3) provides the student defendant with a statement of the committee's decision.

Membership of the committee consists of two faculty members recommended by the Executive Vice President for Academic and Student Affairs, three student members recommended by the governing body of the SGA, one member of the Student Services staff appointed by the Associate Vice President for Academic and Student Affairs, and one administrator other than the chief student services officer to serve as the Committee's chairperson. The Associate Vice President for Academic and Student Affairs serves as an ex-officio non-voting member. All appointments must be approved by the President. This committee also reviews requests of former students who have been suspended for disciplinary reasons and who desire to re-enter the College.

STUDENT INSURANCE

An insurance policy covering injuries due to accidents in school becomes effective upon registration. The cost of this insurance is included in the registration fee. In addition, an optional comprehensive accident, sickness, and major medical insurance plan is available to York Technical College students and their dependents at a reasonable cost.

Completed accident reports and billing expense statements will be processed by the Office of the Associate Vice President for Academic and Student Affairs.

HEALTH SERVICES

First-aid kits are available in the Student Services Building, the Learning Assistance Center Office in Building B, the Industrial & Engineering Technologies Division Offices in Building C and D, the Health & Human Services Division Office in Building A, the Business, Computer, Arts & Sciences Division Office in Building A, the Student Government Association Office in the Student Center, and one in the Anne Springs Close Library, room L-105.

Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following action:
1. Contact nearest faculty/staff member for assistance.
2. If possible, obtain an accident claim form from the Associate Vice President for Academic and Student Affairs' Office before going to the hospital or physician's office.

3. Present claim form to emergency center, hospital, or physician.

4. If the student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff at the scene should notify the Associate Vice President for Academic and Student Affairs' Office and provide the name of the medical facility or physician to which the student was taken.

5. The Office of the Associate Vice President for Academic and Student Affairs will immediately call the person that the student has indicated as an emergency contact.

6. If accidental injury occurs during evening classes, the evening receptionist should be contacted immediately. This can be accomplished by dialing "0" on one of the college office phones or by going to the receptionist area in the Administration Building until 5:00 p.m. and A-100 from 5:00 p.m. until 10:30 p.m. The evening receptionist will notify the administrator on duty and security.

Any student who is ill and needs immediate medical attention should contact the nearest faculty or staff member for assistance. If a student is incapacitated, the College will take action to transport the student to the nearest hospital or emergency room.

ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined on the following page in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).

2. If the student does not believe the concern has been resolved, the student should make an appointment to see the department manager of the instructional area involved. The Department Manager may request that the problems be specified in writing. The Department Manager will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.

3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the division dean and make a follow-up appointment for discussion. The Dean may elect to discuss the situation with the Department Manager, the instructor, and the student. The Division Dean with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive from the dean a written response covering any recommendations and results of a review if such is necessary.

4. If the student is not satisfied with the response from the Division Dean, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

York Technical College publishes and distributes certain information to students and College staff members on a regular basis as required by Federal legislation.

The Student Right-To-Know information describes the current progress made by students pursuing a degree, diploma or certificate at the College. The Campus Security Act requires the College to distribute to all current students and college staff members campus security policies and statistics concerning specific types of campus crimes. Published annually and distributed through the Class Schedule, this information is also available from the Office of the Associate Vice President for Academic and Student Affairs upon request by applicants and on the College's website under College Information.

CRIME AWARENESS INFORMATION FOR PUBLIC LAW 101-542, THE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Public Law 101-542, The Student Right-To-Know and Campus Security Act, directs Colleges to publish crime awareness information for current and prospective students. Crimes on campus are reported to the campus security guards. The Associate Vice President for Academic and Student Affairs is notified of any crimes on campus that involve students. Incident reports are completed by public safety officers and sent to the Department of Public Safety Chief and the Vice President for Business Affairs.

Campus security and facility access are the responsibility of the Department of Public Safety. Campus access is limited after 11:30 p.m. with campus gates blocking all entrances. Gates are open at 7:00 a.m. each morning. Faculty or staff personnel who visit the campus after closure of buildings must contact a public safety officer at (803) 327-8013. The visit must be arranged in advance through the Office of the Vice President for Business Affairs.

The Department of Public Safety Chief is a certified law enforcement officer. Rock Hill City Police respond to requests for assistance in security matters if needed.

Announcements and descriptions of crime prevention programs are available through a campus poster program and the Student News publication. This information is available to students and other campus participants as well.

Crime prevention activities are provided each year by Student Activities and the College's Continuing Education Department. Information is available through bulletin board ads, Student News, and through the Continuing Education Schedule of Short Courses.

A policy statement regarding alcohol and illegal drugs is posted on the College's website. Students and campus personnel are notified at least once a year of the specific electronic address of this information. This policy outlines very clearly the punishment for violation of South Carolina laws dealing with illegal drugs and alcohol, along with severity of the penalty depending on the type of illegal drug in question.

The College provides programs each year dealing with alcohol and drug abuse. In addition, the College has an arrangement with an off-campus agency to counsel with any campus personnel in need of services. The College offers programs such as Red Ribbon Week, the Health Fair and a poster campaign dealing with the consequences of alcohol and drug abuse. The College also publishes an annual campus crime report. A paper copy of the report will be provided upon request to the Associate Vice President for Academic and Student Affairs office.

PUBLIC SAFETY

Explanations of Campus Policy and Public Safety Procedures can be obtained from the Office of the Associate Vice President for Academic & Student Affairs; or emergency help can be obtained by dialing "0" for the campus operator.

CAMPUS SEX CRIMES PREVENTION ACT

Public Law 106-386 requires tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Sex Offender Registry is available to the public at http://www.sled.state.sc.us.

REPORTED INCIDENTS FOR YORK TECHNICAL COLLEGE CAMPUS

TYPE OF INCIDENT	2001	2002	2003
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	2	2	0
Motor vehicle theft	2	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

York Technical College encourages prompt reporting of any criminal incident to the Department of Public Safety (327-8013) or the Associate Vice President for Academic & Student Affairs (327-8016).

DRUG-FREE SCHOOLS AND CAMPUSES INITIATIVE

It is the policy of York Technical College to provide a drug-free, healthful, safe, and secure educational environment. Students are required and expected to report to their classes or student activities in an appropriate mental and physical condition to meet the requirements and expectations of their role. In order to prevent the consequences of alcohol and other drug use in the educational setting, the South Carolina Technical Education System has implemented a policy to ensure a drug-free educational environment. This policy is published and made available to all students annually in the Orientation Resources booklet and online at *www.yorktech.com* under College Information.

COLLEGE USE OF PHOTOGRAPHS

It is the College's practice to take photographs of students and staff around campus and/or at College related activities for use in various college publications, including the College's webpages. If the individuals in the photographs are to be identified by name, or the photograph is posed rather than spontaneous, the permission of the individual(s) will be obtained prior to use of the photograph. If any student or employee does not wish to have his or her photograph used in any identifiable way, every reasonable effort will be made to accommodate that request, provided the employee or student gives notice of such request to Joe Polinski, Director of Marketing, by calling (803) 981-7161.

VISITORS

Visitors to York Technical College are welcome at all times. Visitors must sign-in at the receptionist desk in the Administration Building upon arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances will children be allowed to enter classes, labs, shops, or left unattended on campus.

EMERGENCY NOTIFICATION

In the case of an extreme emergency between 8 a.m. and 5 p.m., a student may be located on campus by contacting the Office of the Associate Vice President for Academic and Student Affairs at (803) 981-7066. After 5 p.m. or on weekends, contact the switchboard at (803) 327-8000 or the Public Safety Office at (803) 327-8013. To minimize disruption of classes, messages are only delivered in emergency situations.

TRAVELING ABROAD

Students may contact the Admissions Office for information about passports and other required documents, crime prevention steps and precautions and other safety tips that may be helpful when traveling abroad.

PROGRAMS OF STUDY

The academic programs at York Technical College are grouped into five divisions. Listed below are the divisions and the respective deans.

BUSINESS, COMPUTER, ARTS AND SCIENCES
LINDA KNIGHT, DEAN

HEALTH AND HUMAN SERVICES
CAROLYN STEWART, DEAN

INDUSTRIAL AND ENGINEERING TECHNOLOGIES
MARC TARPLEE, DEAN

CONTINUING EDUCATION AND SPECIAL PROGRAMS
CAROLYN STEWART, DEAN

LEARNING RESOURCES
LOUISE RHYNE, DEAN

BUSINESS/COMPUTER/ ARTS AND SCIENCES DIVISION

BUSINESS, COMPUTER, ARTS & SCIENCES DIVISION

Our service- and information-oriented world demands that all consumers have a basic knowledge and understanding of computers and our business enterprise system. To provide students with this knowledge, the Business, Computer, Arts and Sciences Division offers degree, diploma, or certificate courses, as well as those of special interest. Regardless of the goal, students will find programs or courses to meet their needs. All programs in the Business Administration Department and the Information Technology Department are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The student who wishes to earn the first two years of a baccalaureate degree will find college courses which transfer to a senior institution. By working with the South Carolina Commission on Higher Education, the College is continually strengthening the opportunities for transfer of course credits to the public senior colleges and universities of the state.

Each student in the Division is assigned an academic advisor who will work individually with the student in course selection each semester. Attention to specific academic needs and assistance in helping choose the right path to meet the student's career objectives are basic to the advising process used at York Technical College.

LEARNING ASSISTANCE CENTER

The Learning Assistance Center is a unified program of academic support services. These services include instruction in math, reading, English, English as a Second Language, and college skills. Computer-assisted instruction using SkillsBank and ELLIS programs is available.

BUSINESS ADMINISTRATION DEPARTMENT

The Business Administration Department offers students many career choices in business. Programs include two-year degrees in Accounting, Management, or General Business and certificates in Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, or Payroll/Income Tax.

The Accounting Degree is available for students who wish to enter the accounting profession. This major emphasizes the accounting theory and practice necessary for many entry-level accounting positions. Students use a variety of commercial accounting software packages, including Peachtree, QuickBooks, and Excel. With the Accounting Degree, students are prepared to acquire jobs in accounts receivable, accounts payable, bookkeeping, and inventory control or to become a junior accountant, payroll accountant, or cost accounting assistant. The training received in the Accounting major, along with subsequent work experience, should prepare a student to become an accounting supervisor and eventually to reach positions of higher responsibility in a business firm.

The General Business major is available for students who desire an overall knowledge of business operations. Students may choose one of three General Business specializations: accounting, entrepreneurial specialty, or payroll/income tax. With this major, students will obtain the skills to qualify for positions in customer service, payroll, and income tax services or to become an administrative office assistant or accounting clerk.

The Management major offers students an opportunity to obtain knowledge in sound management techniques and procedures. This program allows students to choose a specific area of specialization in general management, human resources, or fire science administration. Students will acquire the technology and skills to qualify for careers as office managers, human resource assistants, management trainees, fire science administrators, or a variety of other supervisory positions.

Four certificate programs are available for students seeking to become employed within one year. These include Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, and Payroll/Income Tax. Students who earn a certificate may later decide to enroll in a two-year degree program and apply the courses earned in the certificate to the degree as appropriate.

Students completing the two-year Accounting Degree and the Accounting Clerk Certificate may become nationally certified by taking the National Center for Competency Testing (NCCT) certified accounting exam. Students completing the payroll/income tax program may become nationally certified by taking the American Payroll Association (APA) fundamental payroll certification exam.

In order to accommodate student needs, the Business Administration Department offers a variety of courses in a distance learning format (online). For students' convenience, there is a staffed open computer lab (A 208) available day, evening, and weekend hours as indicated on the lab door. The open lab computers provide access to the software taught in the Information Technology and Business Administration courses.

MAJOR: Accounting (65.0 Credit Hours)
DEGREE: Associate in Business

A.	**GENERAL EDUCATION**			**CREDITS**
	*	ENG 155	Communications I	3.0
		ENG 156	Communications II	3.0
		ECO 210	Macroeconomics **OR**	
		PSC 201	American Government **OR**	
		PSY 201	General Psychology	3.0
		MAT 101	Beginning Algebra	3.0
		HSS 205	Technology and Society	3.0
			Subtotal	15.0
B.	**REQUIRED CORE SUBJECT AREAS**			
	#*	ACC 101	Accounting Principles I	3.0
	*	ACC 102	Accounting Principles II	3.0
	*	ACC 245	Accounting Applications	3.0
	*	BUS 121	Business Law I	3.0
	*	CPT 101	Introduction to Computers	3.0
			Subtotal	15.0
C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
	*	ACC 124	Individual Tax Procedures	3.0
	*	ACC 150	Payroll Accounting	3.0
	*	ACC 201	Intermediate Accounting I	3.0
	*	ACC 202	Intermediate Accounting II	3.0
	*	ACC 230	Cost Accounting I	3.0
	*	ACC 231	Cost Accounting II	3.0
	*	ACC 240	Computerized Accounting	3.0
	*	BAF 201	Principles of Finance	3.0
	*	BUS 145	Calculator Applications	3.0
		COL 101	College Orientation	1.0
		MAT 165	Statistics	3.0
	+	ELECTIVES	(minimum of 2) not fewer than 4 credit hours	4.0
			Subtotal	35.0
			Total Credit Hours	65.0

*Courses in this program which require a grade of “C” or better.
+All business electives require a grade of “C” or better.
#ACC 101 -- Pre-requisite ACC 100

SUGGESTED PLAN OF STUDY
Accounting (Day)

First Year

Fall	**Spring**
ACC 101	ACC 102
ENG 155	ENG 156

BUS 121	ACC 124
HSS 205	ECO 210 **OR**
MAT 101	PSC 201 **OR**
COL 101	PSY 201
	BUS 145
	CPT 101

Second Year

Fall	**Spring**
ACC 201	ACC 202
ACC 230	ACC 231
ACC 240	ACC 150
ACC 245	BAF 201
MAT 165	1 ELECTIVE
1 ELECTIVE	

SUGGESTED PLAN OF STUDY
Accounting (Evening)

First Year

Fall	**Spring**	**Summer**
ACC 101	ACC 102	ACC 150
BUS 121	BUS 145	CPT 101
COL 101	ENG 156	1 ELECTIVE
ENG 155	HSS 205	
MAT 101		

Second Year

Fall	**Spring**	**Summer**
ACC 201	ACC 124	BAF 201
ACC 230	ACC 202	ECO 210 **OR**
ACC 245	ACC 231	PSC 201 **OR**
MAT 165	ACC 240	PSY 201
		1 ELECTIVE

MAJOR: General Business (65.0 Credit Hours)
DEGREE: Associate in Business

A. GENERAL EDUCATION			**CREDITS**
*	ENG 155	Communications I	3.0
	ENG 156	Communications II	3.0
	HSS 205	Technology & Society	3.0
	MAT 155	Contemporary Mathematics	3.0
	PSY 201	General Psychology	3.0
		Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS

#*	ACC 101	Accounting Principles I	3.0
*	BUS 121	Business Law I	3.0
*	CPT 170	Microcomputer Applications	3.0
*	MGT 110	Office Management	3.0
*	MKT 101	Marketing	3.0
		Subtotal	15.0

To complete the Associate in Business Degree with a major in General Business, choose either the Accounting, the Entrepreneurial Specialty, or the Payroll/Income Tax Specialization.

SPECIALIZATION: ACCOUNTING
C. OTHER HOURS REQUIRED FOR GRADUATION

*	ACC 102	Accounting Principles II	3.0
*	ACC 124	Individual Tax Procedures	3.0
*	ACC 150	Payroll Accounting	3.0

				CREDITS
*	BAF	101	Personal Finance	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	123	Business Law II	3.0
	COL	101	College Orientation	1.0
*	MGT	201	Human Resource Management	3.0
*	ACC	240	Computerized Accounting	3.0
*	ACC	245	Accounting Applications	3.0
*	ACC	130	State Tax Procedures	1.0
*	BUS	136	Compensation and Benefits	3.0
*	BUS	145	Calculator Applications	3.0
			Subtotal	35.0
			Total Credit Hours	65.0

SPECIALIZATION: ENTREPRENEURIAL SPECIALTY
C. OTHER HOURS REQUIRED FOR GRADUATION

*	ACC	102	Accounting Principles II	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	150	Payroll Accounting	3.0
*	BAF	101	Personal Finance	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	123	Business Law II	3.0
	COL	101	College Orientation	1.0
*	MGT	201	Human Resource Management	3.0
*	ACC	242	Small Business Software	1.0
*	ACC	243	Computerized Spreadsheets	1.0
*	MGT	120	Small Business Management	3.0
*	MGT	121	Small Business Operations	3.0
*	MKT	265	Retailing Strategies & Applications	3.0
*	ELECTIVES			2.0
			Subtotal	35.0
			Total Credit Hours	65.0

SPECIALIZATION: PAYROLL/ INCOME TAX
C. OTHER HOURS REQUIRED FOR GRADUATION

*	ACC	102	Accounting Principles II	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	150	Payroll Accounting	3.0
*	BAF	101	Personal Finance	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	123	Business Law II	3.0
	COL	101	College Orientation	1.0
*	MGT	201	Human Resource Management	3.0
*	ACC	120	Federal Income Tax	3.0
*	ACC	130	State Tax Procedures	1.0
*	ACC	240	Computerized Accounting	3.0
*	BUS	135	Wage and Salary Administration	3.0
*	BUS	136	Compensation and Benefits	3.0
			Subtotal	35.0
			Total Credit Hours	65.0

*Courses in this program which require a minimum grade of "C."
#ACC 101--Pre-requisite ACC 100

SUGGESTED PLAN OF STUDY
General Business with Accounting Specialization (Day)

First Year

Fall	**Spring**
ACC 101	ACC 102
BUS 101	CPT 170

COL 101	ENG 156
ENG 155	MGT 110
MAT 155	PSY 201
BUS 145	ACC 124

Second Year

Fall	**Spring**
BAF 101	ACC 150
ACC 240	BUS 123
ACC 245	HSS 205
BUS 121	BUS 136
MKT 101	ACC 130
MGT 201	

SUGGESTED PLAN OF STUDY
General Business with Accounting Specialization (Evening)

First Year

Fall	**Spring**	**Summer**
ACC 101	ACC 102	MAT 155
BUS 101	ENG 156	CPT 170
COL 101	MGT 110	ACC 150
ENG 155	PSY 201	
BAF 101		

Second Year

Fall	**Spring**	**Summer**
ACC 245	ACC 124	ACC 240
BUS 121	BUS 123	BUS 145
HSS 205	BUS 136	
MKT 101	ACC 130	
	MGT 201	

SUGGESTED PLAN OF STUDY
General Business with Entrepreneurial Specialty Specialization (Day)

First Year

Fall	**Spring**
ACC 101	ACC 102
BUS 101	ACC 124
BUS 121	ENG 156
COL 101	MGT 110
ENG 155	MGT 201
MAT 155	

Second Year

Fall	**Spring**
BAF 101	ACC 150
CPT 170	BUS 123
MKT 101	HSS 205
MGT 120	MGT 121
MKT 265	ACC 242
PSY 201	ACC 243
ELECTIVE (min.1 hr.)	ELECTIVE (min.1 hr.)

SUGGESTED PLAN OF STUDY
General Business with Entrepreneurial Specialty Specialization (Evening)

First Year

Fall	Spring	Summer
ACC 101	ACC 102	MAT 155
BUS 101	ENG 156	CPT 170
COL 101	MGT 201	ACC 150
ENG 155	MKT 101	
PSY 201		

Second Year

Fall	Spring	Summer
BAF 101	ACC 124	HSS 205
MGT 120	BUS 123	ACC 242
BUS 121	MGT 121	ACC 243
MGT 110	MKT 265	
ELECTIVE (min. 2 hrs)		

SUGGESTED PLAN OF STUDY
General Business with Payroll/Income Tax Specialization (Day)

First Year

Fall	Spring
ACC 101	ACC 102
BUS 101	ENG 156
COL 101	MGT 110
ENG 155	ACC 124
MAT 155	PSY 201
BAF 101	

Second Year

Fall	Spring
ACC 240	ACC 150
BUS 121	BUS 123
HSS 205	BUS 135
CPT 170	ACC 130
MKT 101	BUS 136
ACC 120	MGT 201

SUGGESTED PLAN OF STUDY
General Business with Payroll/Income Tax Specialization (Evening)

First Year

Fall	Spring	Summer
ACC 101	ACC 102	MAT 155
BUS 101	ENG 156	ACC 150
COL 101	MGT 201	CPT 170
ENG 155	ACC 124	
BAF 101		

Second Year

Fall	Spring	Summer
ACC 240	BUS 123	ACC 120
BUS 121	BUS 135	PSY 203
MKT 101	ACC 130	
MGT 110	BUS 136	
	HSS 205	

MAJOR: Management (65.0 Credit Hours)
DEGREE: Associate in Business

A. GENERAL EDUCATION				**CREDITS**
*	ENG	155	Communications I	3.0
	ENG	156	Communications II	3.0
	ECO	210	Macroeconomics **OR**	
	PSC	201	American Government **OR**	
	PSY	201	General Psychology	3.0
	MAT	101	Beginning Algebra	3.0
	HSS	205	Technology and Society	3.0
			Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS				
#	*ACC	101	Accounting Principles I	3.0
	*BUS	121	Business Law I	3.0
	*CPT	101	Introduction to Computers	3.0
	*MGT	101	Principles of Management	3.0
	*MKT	101	Marketing	3.0
			Subtotal	15.0

To complete the Associate in Business Degree with a major in Management, choose either the General Management Specialization, the Human Resources Specialization, or the Fire Science Administration Specialization.

SPECIALIZATION: GENERAL MANAGEMENT
C. OTHER HOURS REQUIRED FOR GRADUATION

*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	BAF	201	Principles of Finance	3.0
*	BUS	101	Introduction to Business	3.0
	COL	101	College Orientation	1.0
*	MGT	201	Human Resource Management	3.0
*	MGT	110	Office Management	3.0
*	MGT	120	Small Business Management	3.0
*	BUS	145	Calculator Applications	3.0
*	MGT	280	Executive Development	3.0
*	MKT	265	Retailing Strategies & Applications	3.0
	ELECTIVES (min. of 2 courses- not less than 4.0 credit hours)			4.0
			Subtotal	35.0
			Total Credit Hours	65.0

SPECIALIZATION: HUMAN RESOURCES
C. OTHER HOURS REQUIRED FOR GRADUATION

*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	BAF	201	Principles of Finance	3.0
*	BUS	101	Introduction to Business	3.0
	COL	101	College Orientation	1.0
*	MGT	201	Human Resource Management	3.0
*	ACC	243	Computerized Spreadsheet	1.0
*	BUS	123	Business Law II	3.0
*	BUS	128	Employment Law	3.0
*	BUS	136	Compensation and Benefits	3.0
*	SPC	205	Public Speaking	3.0
	ELECTIVES (min. of 2 courses- not less than 6.0 credit hours)			6.0
			Subtotal	35.0
			Total Credit Hours	65.0

SPECIALIZATION: FIRE SCIENCE ADMINISTRATION

C. OTHER HOURS REQUIRED FOR GRADUATION			**CREDITS**
*	ACC 102	Accounting Principles II	3.0
*	ACC 150	Payroll Accounting	3.0
*	BAF 201	Principles of Finance	3.0
*	BUS 101	Introduction to Business	3.0
	COL 101	College Orientation	1.0
*	MGT 201	Human Resource Management	3.0
	ELECTIVES		3.0
*	SC Fire Academy Approved Courses		16.0
		Subtotal	35.0
		Total Credit Hours	65.0

*Course in this program which require a minimum grade of "C."
#ACC 101--Pre-requisite ACC 100

SUGGESTED PLAN OF STUDY
Management with General Management Specialization (Day)

First Year

Fall	**Spring**
ACC 101	ACC 102
BUS 101	BUS 145
BUS 121	CPT 101
COL 101	ENG 156
ENG 155	HSS 205
MAT 101	MGT 101

Second Year

Fall	**Spring**
MKT 101	ACC 150
MGT 280	BAF 201
MGT 120	MGT 110
MKT 265	MGT 201
ELECTIVE(s) (4 sem. hrs.)	ECO 210 **OR**
	PSC 201 **OR**
	PSY 201

SUGGESTED PLAN OF STUDY
Management with General Management Specialization (Evening)

First Year

Fall	**Spring**	**Summer**
ACC 101	ACC 102	BUS 101
ENG 155	CPT 101	BUS 121
MAT 101	ENG 156	BUS 145
COL 101	MGT 101	HSS 205

Second Year

Fall	**Spring**	**Summer**
BAF 201	ACC 150	MGT 201
MKT 101	MGT 280	ELECTIVE (s) (min. 4 hrs)
MGT 110	MKT 265	
	ECO 210 **OR**	
	PSC 201 **OR**	
	PSY 201	

SUGGESTED PLAN OF STUDY
Management with Human Resources Specialization (Day)

First Year

Fall	**Spring**
ACC 101	ACC 102
BUS 101	BUS 123
BUS 121	CPT 101
COL 101	ENG 156
ENG 155	HSS 205
MAT 101	MGT 101

Second Year

Fall	**Spring**
ACC 243	ACC 150
BUS 128	BAF 201
MKT 101	BUS 136
ELECTIVE (3 hrs)	MGT 201
ECO 210 **OR**	ELECTIVE (3 hrs)
PSC 201 **OR**	SPC 205
PSY 201	

SUGGESTED PLAN OF STUDY
Management with Human Resources Specialization (Evening)

First Year

Fall	**Spring**	**Summer**
ACC 101	ACC 102	BUS 101
BUS 121	BUS 123	MAT 101
COL 101	ENG 156	HSS 205
ENG 155	MGT 101	CPT 101

Second Year

Fall	**Spring**	**Summer**
BAF 201	SPC 205	ACC 150
MKT 101	BUS 128	ACC 243
ECO 210 **OR**	BUS 136	ELECTIVE (3 hrs)
PSC 201 **OR**	MGT 201	
PSY 201		
ELECTIVE (3 hrs)		

SUGGESTED PLAN OF STUDY
Management with Fire Science Administration Specialization (Day)

First Year

Fall	**Spring**
ACC 101	ACC 102
BUS 101	CPT 101
BUS 121	ENG 156
COL 101	HSS 205
ENG 155	MGT 101
MAT 101	

Second Year

Fall	**Spring**
MKT 101	ACC 150
Fire Science Courses (4 hrs)	BAF 201
MGT 201	Fire Science Courses (12 hrs)
ECO 210 **OR**	
PSC 201 **OR**	
PSY 201	
ELECTIVE (3 hrs)	

SUGGESTED PLAN OF STUDY
Management with Fire Science Administration Specialization (Evening)

First Year

Fall	**Spring**	**Summer**
ACC 101	ACC 102	BUS 101
COL 101	ENG 156	BUS 121
ENG 155	MGT 101	HSS 205
MAT 101	MKT 101	CPT 101

Second Year

Fall	**Spring**	**Summer**
ECO 201 **OR**	BAF 201	ACC 150
PSC 201 **OR**	Fire Science Courses (13 hrs)	
PSY 201		
Fire Science Course (3 hours)		
ELECTIVE (3 semester hours)		

CERTIFICATE: Accounting Clerk (21.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
#* ACC	101	Accounting Principles I	3.0
*ACC	102	Accounting Principles II	3.0
*ACC	150	Payroll Accounting	3.0
*ACC	240	Computerized Accounting	3.0
*ACC	245	Accounting Applications	3.0
*BUS	145	Calculator Applications	3.0
*CPT	170	Microcomputer Applications	3.0
		Total Credit Hours	21.0

Courses in this program will transfer to an Associate in Business Degree.
*Courses in this program require a minimum grade of "C"or better.
#ACC 101 -- Pre-requisite ACC 100

SUGGESTED PLAN OF STUDY
Accounting Clerk Certificate

Fall	**Spring**
ACC 101	ACC 102
BUS 145	ACC 150
CPT 170	ACC 240
	ACC 245

CERTIFICATE: Entrepreneurial Certificate (25.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
*+ ACC	101	Basic Accounting	3.0
* ACC	150	Payroll Accounting	3.0
* ACC	242	Small Business Software	1.0
* BUS	101	Introduction to Business	3.0
* BUS	121	Business Law I	3.0
* BUS	123	Business Law II	3.0
* MGT	120	Small Business Management	3.0
* MGT	121	Small Business Operations	3.0
* MGT	201	Human Resource Management	3.0
		Total Credit Hours	25.0

*Courses in this program which require a minimum grade of "C"or better.
+ACC 101--Pre-requisite ACC 100 or exemption credit.

SUGGESTED PLAN OF STUDY
Entrepreneurial Certificate

Fall	Spring
ACC 101	ACC 150
BUS 101	ACC 242
BUS 121	BUS 123
MGT 120	MGT 121
	MGT 201

CERTIFICATE: Human Resource Management Specialist (37.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				**CREDITS**
*+	ACC	101	Basic Accounting	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	243	Computerized Spreadsheets	1.0
*	BAF	101	Personal Finance	3.0
*	BUS	121	Business Law	3.0
*	BUS	123	Business Law II	3.0
*	BUS	128	Employment Law	3.0
*	BUS	136	Compensation & Benefits Analysis	3.0
*	CPT	170	Microcomputer Applications	3.0
	ENG	155	Communications I	3.0
*	MGT	101	Principles of Management	3.0
*	MGT	201	Human Resource Management	3.0
	SPC	205	Public Speaking	3.0
			Total Credit Hours	37.0

*Courses in this program which require a minimum grade of "C" or better.
+ACC 101--Pre-requisite ACC 100 or exemption credit.

SUGGESTED PLAN OF STUDY
Human Resource Management Specialist

Fall	Spring	Summer
ACC 101	MGT 201	ACC 150
BUS 121	BUS 123	ACC 243
BAF 101	SPC 205	
ENG 155	BUS 128	
MGT 101	BUS 136	
CPT 170		

CERTIFICATE: Payroll/Income Tax Certificate (34.0 Credit Hours)

B. REQUIRED CORE SUBJECT AREAS				
#*	ACC	101	Principles of Accounting I	3.0
*	ACC	120	Federal Income Taxes	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	130	State Tax Procedures	1.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	240	Computerized Accounting	3.0
*	BUS	135	Wage and Salary Administration	3.0
*	BUS	136	Compensation and Benefits Analysis	3.0
*	BUS	145	Calculator Applications	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	34.0

*Courses in this program which require a grade of “C” or better.
#ACC 101 -- Pre-requisite ACC 100

SUGGESTED PLAN OF STUDY
Payroll/Income Tax Certificate

Fall	Spring	Summer
ACC 101	ACC 124	ACC 120
BUS 145	BUS 135	ACC 150
CPT 170	MGT 201	ACC 240
MAT 155	BUS 136	
	ACC 130	

INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department at York Technical College prepares students for many career paths as well as industry certifications. Students have options for an associate degree in Computer Technology or Office Systems Technology or a diploma in Automated Office. For those students who want to get into the information technology field more quickly, certificate programs in Data-Entry, Legal Office, Medical Office, Network Administration, Network Operations, Network Security, PC Tech Support, Transcription, Webmaster, and Word Processing are available. To receive a degree, diploma, or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

Students with a high aptitude for math and logical reasoning may find the Associate in Computer Technology Degree a good option for them. The degree provides students with two specialization: programming or networking. The Associate in Computer Technology Degree prepares students to program in Cobol and C++ with the option to learn JAVA, Visual Basic, and XML. In addition, the students will gain experience with various applications software including word processing, spreadsheets, databases and operating systems. Graduates of this program often find jobs as computer programmers or systems analysts. Students who want to enter the workforce as a highly skilled office worker may prefer the Associate in Office Systems Technology Degree. These graduates find jobs as administrative assistants and word processing specialists. Students develop competencies in word processing, spreadsheets, database, presentation software, and administrative procedures. This combination of skills prepares the student to be successful in today's office environment.

The Automated Office Diploma is another option for future office workers to acquire skills. Students in this program can finish their coursework in three semesters and develop competencies in word processing and administrative procedures.

For individuals who need specialized skills for the workforce, several certificates are available.

- Customer Service Certificate--for entry-level customer service positions
- Data-Entry Certificate--for entry-level data input positions
- Legal Office Certificate--for entry-level legal office assistants, receptionists, or law office clerks
- Medical Office Certificate--for entry-level healthcare office assistant, receptionist, or front-office attendant
- Network Administration Certificate--for assistant network administrators in a Microsoft operating system environment (Graduates of this certificate will be prepared to take the Microsoft exams, leading to either the Microsoft Certified Systems Administrator Certification or the Microsoft Certified Systems Engineer Certification).
- Network Operations Certificate--for skills required to install and operate LAN, WAN, and dial access services for small networks (Students successfully completing the York Technical College Network Operations Certificate may also wish to take the Cisco Certified Network Associate Exam.)
- Network Security Certificate--for skills required to provide cyber security
- Office Applications Certificate--for skills required in preparation for Microsoft Office Specialist certification
- PC Tech Support Certificate--for entry-level jobs in technical support call centers
- Transcription Certificate--for entry-level transcriber in a medical or legal office
- Webmaster Certificate--for entry-level positions as a web master
- Word Processing Certificate--for success as word processing specialists in an office environment

Students who successfully complete a combination of CPT 170 and CPT 270 or OST 165, 167, 265, and 267 should have the skills to sit for the Microsoft Office Specialist (MOS) expert level certification.

The Information Technology Department offers many courses in distance learning formats to accommodate student needs. For the convenience of our students, we have a staffed, open computer lab - A208 - available day, evening, and weekend hours as indicated on the lab door. The open lab computers contain all the software taught in the Information Technology and Business Administration courses.

MAJOR: Computer Technology (70.0 Credit Hours)
DEGREE: Associate in Computer Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	210	Macroeconomics	3.0
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Communications	3.0
	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
	MAT	165	Statistics	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	21.0
B.	**REQUIRED CORE SUBJECT AREAS**			
*	CPT	114	Computers and Programming	3.0
*	CPT	168	Programming Logic & Design	3.0
*	CPT	170	Microcomputer Applications	3.0
*	CPT	232	C++ Programming I	3.0
*	CPT	233	C++ Programming II	3.0
*	CPT	242	Database	3.0
*	CPT	257	Operating Systems	3.0
*	CPT	270	Advanced Microcomputer Applications	3.0
*	IST	220	Data Communications	3.0
*	CPT	264	Systems and Design	3.0
			Subtotal	30.0

To complete the Associate in Computer Technology Degree, choose either the Programming Specialization or the Networking Specialization:

SPECIALIZATION: PROGRAMMING

C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
*	CPT	115	Cobol I 3.0	
*	CPT	236	JAVA Programming I	3.0
*	CPT	212	Visual Basic	3.0
*	CPT	244	Data Structures	3.0
*	IST	272	Relational Database	3.0
	COL	101	College Orientation	1.0
	One of the following:			
*	CPT	215	Cobol II	3.0
*	CPT	237	JAVA Programming II	3.0
*	CPT	246	Introduction to XML	3.0
*	CPT	213	Visual Basic II	3.0
			Subtotal	19.0
			Total Credit Hours	70.0

SPECIALIZATION: NETWORKING

C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
*	IST	221	Advanced Data Communications	3.0
*	IST	252	LAN System Manager	3.0
*	IST	253	LAN Service & Support	3.0
*	IST	254	Centralized Network Management	3.0

				CREDITS
*	IST	260	Network Design	3.0
*	IST	273	Advanced Clint/Server Systems	3.0
	COL	101	College Orientation	1.0
			Subtotal	19.0
			Total Credit Hours	70.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Computer Technology with Programming Specialization

First Year

Fall	**Spring**
COL 101	CPT 232
CPT 114	CPT 115
CPT 168	CPT 270
CPT 170	CPT 212
ENG 101	CPT 257
MAT 110	ENG 160

Second Year

Fall	**Spring**
CPT 233	CPT 244
CPT 242	HSS 205
CPT 236	IST 220
MAT 165	CPT 264
ECO 210	IST 272
SPC 205	Elective CPT course

SUGGESTED PLAN OF STUDY
Computer Technology with Networking Specialization

First Year

Fall	**Spring**
COL 101	CPT 232
CPT 114	CPT 257
CPT 168	CPT 270
CPT 170	ENG 160
ENG 101	IST 220
MAT 110	IST 252

Second Year

Fall	**Spring**
CPT 233	CPT 264
CPT 242	HSS 205
ECO 210	IST 221
IST 253	IST 260
IST 254	IST 273
MAT 165	SPC 205

MAJOR: Office Systems Technology (63.0 Credit Hours)
DEGREE: Associate in Business

A. GENERAL EDUCATION

	ECO	101	Basic Economics **OR**	
	ECO	210	Macroeconomics	3.0
*	ENG	155	Communications I	3.0

				CREDITS
*	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS

*+	OST	110	Document Formatting	3.0
*	OST	143	Office Systems and Procedures	3.0
*	OST	165	Information Processing Software	3.0
*	OST	167	Information Processing Applications	3.0
*	OST	267	Integrated Information Processing	3.0
			Subtotal	15.0

C. OTHER COURSES REQUIRED FOR GRADUATION

	COL	101	College Orientation	1.0
*	IST	225	Internet Communications	3.0
*	OST	106	Keyboarding Lab	1.0
*	OST	121	Machine Transcription	3.0
	OST	133	Professional Development	3.0
*	OST	134	Office Communications	3.0
*	OST	137	Office Accounting	3.0
*	OST	250	Advanced Information Processing	3.0
*	OST	251	Administrative Systems and Procedures	3.0
*	OST	254	Office Simulation	3.0
*	OST	265	Office Desktop Publishing	3.0
	ELECTIVES		(min.of 2- not fewer than 4 credit hours)	4.0
			Subtotal	33.0
			Total Credit Hours	63.0

*Courses in this program which require a minimum grade of "C."
+OST 110—Pre-requisite OST 105 or exemption credit.

SUGGESTED PLAN OF STUDY
Office Systems Technology

First Year

Fall	**Spring**
COL 101	ENG 156
ENG 155	MAT 155
HSS 205	OST 134
OST 110	OST 143
OST 133	OST 167
OST 165	OST 106

Second Year

Fall	**Spring**
IST 225	ECO 101 **OR**
OST 121	ECO 210
OST 251	OST 250
OST 267	OST 254
OST 137	OST 265
	2 ELECTIVES

MAJOR: Automated Office (47.0 Credit Hours)
DIPLOMA: Business

A. GENERAL EDUCATION

	ECO	101	Basic Economics **OR**	
	ECO	210	Macroeconomics	3.0

				CREDITS
*	ENG	155	Communications I	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS

*+	OST	110	Document Formatting	3.0
*	OST	143	Office Systems and Procedures	3.0
*	OST	165	Information Processing Software	3.0
*	OST	167	Information Processing Applications	3.0
			Subtotal	12.0

C. OTHER HOURS REQUIRED FOR GRADUATION

	COL	101	College Orientation	1.0
*	OST	106	Keyboarding Lab	1.0
*	OST	121	Machine Transcription	3.0
*	OST	133	Professional Development	3.0
*	OST	134	Office Communications	3.0
*	OST	137	Office Accounting	3.0
*	OST	251	Administrative Systems and Procedures	3.0
*	OST	254	Office Simulation	3.0
*	OST	265	Office Desktop Publishing	3.0
*	OST	267	Integrated Information Processing	3.0
			Subtotal	26.0
			Total Credit Hours	47.0

*Courses in this program which require a minimum grade of "C."
+OST 110 -- Pre-requisite OST 105 or exemption credit.

SUGGESTED PLAN OF STUDY
Automated Office

First Year

Fall	**Spring**
COL 101	MAT 155
ENG 155	OST 106
OST 110	OST 134
OST 133	OST 143
OST 165	OST 167
	OST 267

Second Year
Summer or Fall
ECO 101 **OR**
ECO 210
OST 121
OST 137
OST 265
OST 251
OST 254

CERTIFICATE: Customer Service (18.0 Credit Hours)

A. **REQUIRED CORE SUBJECT AREAS**

*	OST	105	Keyboarding	3.0
*	OST	135	Office Machines	3.0
*	OST	180	Customer Service	3.0
*	CPT	170	Microcomputer Applications	3.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
*	OST	143	Office Systems & Procedures	3.0
			Total Credit Hours	18.0

*Courses in this program which require a minimum grade of"C."

SUGGESTED PLAN OF STUDY
Customer Service Certificate

Fall	**Spring**
OST 105	CPT 170
OST 135	OST 180
PSY 105	OST 143

CERTIFICATE: Data-Entry (24.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
* OST	105	Keyboarding	3.0
* OST	110	Document Formatting	3.0
* OST	133	Professional Development	3.0
* OST	135	Office Machines	3.0
* OST	165	Information Processing Software	3.0
* OST	250	Advanced Information Processing	3.0
* OST	267	Integrated Information Processing	3.0
		Total Credit Hours	24.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Data-Entry Certificate

Fall	**Spring**
OST 105	OST 110
OST 135	OST 133
OST 165	OST 167
OST 267	OST 250

CERTIFICATE: Office Applications (18.0 Credit Hours)

A. **REQUIRED CORE SUBJECT AREAS**			
* IST	225	Internet Communications	3.0
* OST	165	Information Processing Software	3.0
* OST	167	Information Processing Applications	3.0
* OST	250	Advanced Information Processing	3.0
* OST	267	Integrated Information Processing	3.0
* OST	265	Desktop Publishing	3.0
		Total Credit Hours	18.0

*Courses in this program which require a minimum grade of"C."

SUGGESTED PLAN OF STUDY
Office Applications Certificate

Fall	**Spring**
OST 165	OST 167
OST 267	OST 250
OST 265	IST 225

CERTIFICATE: Legal Office (30.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
BUS	121	Business Law I	3.0
* +OST	110	Document Formatting	3.0
* OST	121	Machine Transcription	3.0
* OST	133	Professional Development	3.0
* OST	134	Office Communications	3.0
* OST	137	Office Accounting	3.0
* OST	143	Office Systems and Procedures	3.0

				CREDITS
*	OST	165	Information Processing Software	3.0
*	OST	167	Information Processing Applications	3.0
*	OST	213	Legal Document Production	3.0
			Total Credit Hours	30.0

*Courses in this program which require a minimum grade of "C."
+OST 110—Pre-requisite OST 105 or exemption credit.

SUGGESTED PLAN OF STUDY
Legal Office Certificate

Fall	Spring
BUS 121	OST 133
OST 110	OST 143
OST 134	OST 121
OST 165	OST 167
OST 137	OST 213

CERTIFICATE: Medical Office (30.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS

*	AHS	102	Medical Terminology	3.0
*	+OST	110	Document Formatting	3.0
*	OST	121	Machine Transcription	3.0
*	OST	133	Professional Development	3.0
*	OST	134	Office Communications	3.0
*	OST	137	Office Accounting	3.0
*	OST	165	Information Processing Software	3.0
*	OST	167	Information Processing Applications	3.0
*	OST	212	Medical Document Production	3.0
*	OST	252	Medical Systems and Procedures	3.0
			Total Credit Hours	30.0

*Courses in this program which require a minimum grade of "C."
+OST 110—Pre-requisite OST 105 or exemption credit.

SUGGESTED PLAN OF STUDY
Medical Office Certificate

Fall	Spring
AHS 102	OST 133
OST 137	OST 121
OST 110	OST 167
OST 134	OST 212
OST 165	OST 252

CERTIFICATE: Network Administration (27.0 Credit Hours)

A. **REQUIRED CORE SUBJECT AREAS**

*	CPT	114	Computer & Programming	3.0
*	IST	220	Data Communications	3.0
*	IST	251	LAN Networking Technologies	3.0
*	IST	252	LAN System Manager	3.0
*	IST	253	LAN Service & Support	3.0
*	IST	254	Centralized Network Mgmt	3.0
*	IST	260	Network Design	3.0
*	IST	273	Advanced Client/Server Systems	3.0
*	IST	221	Advanced Data Communications	3.0
			Total Credit Hours	27.0

*Courses in this program which require a minimum grade of"C."

SUGGESTED PLAN OF STUDY
Network Administration Certificate

Fall	Spring	Summer
CPT 114	IST 252	IST 221
IST 220	IST 253	IST 254
IST 251	IST 260	IST 273

CERTIFICATE: Network Operations (12.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				CREDITS
*	IST	201	Cisco Internet Working Concepts	3.0
*	IST	202	Cisco Router Configuration	3.0
*	IST	203	Advanced Cisco Router Configuration	3.0
*	IST	204	Cisco Troubleshooting	3.0
			Total Credit Hours	12.0

*Courses in this program which require a minimum grade of”C.”

SUGGESTED PLAN OF STUDY
Network Operations Certificate
First Year

Fall	Spring	Summer
IST 201	IST 202	IST 203

Second Year
Fall
IST 204

CERTIFICATE: Network Security (37.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				
*	IST	101	Orientation to IT Professions	1.0
*	IST	103	Security Awareness	1.0
*	IST	188	Hardware Basics & OS	5.0
*	IST	201	Cisco Internetworking Concepts	3.0
*	IST	202	Cisco Router Configuration	3.0
*	IST	203	Advanced Cisco Rider Configuration	3.0
*	IST	204	Cisco Troubleshooting	3.0
*	IST	252	LAN System Manager	3.0
*	IST	254	Centralized Network Management	3.0
*	IST	291	Fund. of Network Security I	3.0
*	IST	292	Fund. of Network Security II	3.0
*	IST	293	IT and Data Assurance I	3.0
*	IST	294	IT and Data Assurance II	3.0
			Total Credit Hours	37.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Network Security Certificate
First Year

Fall	Spring
IST 101	IST 202
IST 103	IST 252
IST 188	IST 291
IST 201	

Second Year

Fall	Spring
IST 203	IST 254
IST 292	IST 294
IST 293	IST 204

CERTIFICATE: PC Technical Support (30.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				CREDITS
*	CPT	114	Computers & Programming	3.0
*	CPT	168	Programming Logic & Design	3.0
*	CPT	170	Microcomputer Applications	3.0
*	CPT	232	C++ Programming I	3.0
*	CPT	233	C++ Programming II	3.0
*	CPT	242	Database	3.0
*	CPT	257	Operating Systems	3.0
*	CPT	264	Systems and Procedures	3.0
*	CPT	270	Advanced Microcomputer Applications	3.0
*	IST	220	Data Communications	3.0
			Total Credit Hours	30.0

*Courses in this program which require a minimum grade of"C."

SUGGESTED PLAN OF STUDY
PC Technical Support Certificate
First Year

Fall	**Spring**
CPT 114	CPT 232
CPT 168	CPT 257
CPT 170	CPT 270
	IST 220

Second Year
Fall
CPT 233
CPT 242
CPT 264

CERTIFICATE: Transcription (27.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				
	AHS	102	Medical Terminology	3.0
	BUS	121	Business Law I	3.0
+	*OST	110	Document Formatting	3.0
	*OST	121	Machine Transcription	3.0
	*OST	134	Office Communications	3.0
	*OST	165	Information Processing Software	3.0
	*OST	167	Information Processing Applications	3.0
	*OST	212	Medical Document Production	3.0
	*OST	213	Legal Document Production	3.0
			Total Credit Hours	27.0

*Courses in this program which require a minimum grade of "C" or better.
+OST 110--Pre-requisite OST 105 or exemption credit.

SUGGESTED PLAN OF STUDY
Transcription Certificate

Fall	**Spring**
AHS 102	OST 121
BUS 121	OST 167
OST 110	OST 212
OST 134	OST 213
OST 165	

CERTIFICATE: Webmaster Certificate (30.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				CREDITS
*	CPT	162	Introduction to Web Page Publishing	3.0
*	CPT	163	Introduction to Multimedia for Web Page	3.0
*+	CPT	170	Microcomputer Applications	3.0
*	CPT	176	Microcomputer Operating Systems	3.0
*	CPT	260	Fundamentals of Operating Systems and Web Servers	3.0
*+	ENG	160	Technical Writing	3.0
*	IST	104	Introduction to the Internet	1.0
*	IST	105	Internet Search Techniques	1.0
*	IST	106	Web Sites and Home Pages	1.0
*+	IST	220	Data Communications	3.0
*	IST	226	Internet Programming	3.0
*	IST	227	Internet Operations and Management	3.0
			Total Credit Hours	30.0

*Courses in this program which require a minimum grade of "C."
+CPT 170-Pre-requisite OST 101 or OST 105 or equivalent
+ENG 160-Pre-requisite ENG 101 with a "C."
+IST 220-Pre-requisite CPT 114

All certificate programs require minimum reading, writing, and math skills. Based upon placement test scores, students may be required to take additional courses in reading, math, or English which are not listed in the course displays.

SUGGESTED PLAN OF STUDY
Webmaster Certificate

Fall	Spring
CPT 162	CPT 163
CPT 170	CPT 260
CPT 176	ENG 160
IST 104	IST 226
IST 105	IST 227
IST 106	
IST 220	

CERTIFICATE: Word Processing (30.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				
*+	OST	110	Document Formatting	3.0
*	OST	121	Machine Transcription	3.0
*	OST	133	Professional Development	3.0
*	OST	134	Office Communications	3.0
*	OST	137	Office Accounting	3.0
*	OST	143	Office Systems and Procedures	3.0
*	OST	165	Information Processing Software	3.0
*	OST	167	Information Processing Applications	3.0
*	OST	265	Office Desktop Publishing	3.0
*	OST	267	Integrated Information Processing	3.0
			Total Credit Hours	30.0

*Courses in this program which require a minimum grade of "C."
+OST 110—Pre-requisite OST 105 or exemption credit.

SUGGESTED PLAN OF STUDY
Word Processing Certificate

Fall	**Spring**
OST 133	OST 143
OST 110	OST 121
OST 134	OST 167
OST 165	OST 265
OST 137	OST 267

Computing Resources and Facilities at York Technical College

As the recognized leader in applying computer technology in the 16-college South Carolina Technical Education System, York Technical College has developed one of the most technically advanced computing facilities of any college in the State. Each year, selected academic areas upgrade or add computer resources to instructional programs in order to provide a state-of-the-art learning environment. This strategy allows students to learn about computers, and, more importantly, to apply computer technology in their chosen field of study. As a result, York Technical College has a campus-wide network of computers, printers, and graphics devices that can be utilized by students in virtually any course of study. Classes in computer programming, networking, accounting, office systems, business, engineering, health and human services, and general education now use computer facilities on a daily basis.

Area business and industry also take advantage of York Technical College's expertise through contract training and special programs on topics ranging from personal computers to advanced computer networking and data communications.

Resources Available at the York Technical College Computer Center:
Personal computers with Windows 2000, Microsoft Visual Basic, Microsoft Visual C++, JAVA, COBOL, Microsoft Office, Ethernet communications, and various graphics & utility programs.

ASSOCIATE IN ARTS
ASSOCIATE IN SCIENCE

The College Transfer program, offered both day and night at York Technical College, provides students with the first two years of college or university work. Students in this program earn the Associate in Arts or the Associate in Science Degree. Students completing the requirements for an associate degree will be prepared to transfer to a senior institution to complete a baccalaureate degree.

York Technical College and the South Carolina Commission on Higher Education work together continually to improve opportunities for transfer of course credits to the public senior colleges and universities in our state. A student can enter York Technical College's Associate in Arts or Associate in Science Degree programs with the knowledge that, by working with a College Transfer advisor in selecting appropriate courses, the student can arrange an individualized program for transfer.

Individual articulation agreements are established directly with some local colleges. A student planning to transfer should meet with a College Transfer advisor to plan appropriate course work at York Technical College.

MODEL FOR ASSOCIATE IN ARTS DEGREE

A. GENERAL EDUCATION (38 Semester Hours)

English Composition 6 Semester Hours
*ENG 101, *ENG 102

Mathematics 3 Semester Hours
MAT 110 or MAT 165

Humanities/Fine Arts 9 Semester Hours
3 semester hours to be chosen from
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209
6 semester hours to be chosen from
HIS 101, HIS 102, HIS 201, HIS 202

Physical or Natural Sciences 8 Semester Hours
To be chosen from BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220,CHM 225, PHS 101, PHY 201, PHY 202, PHY 221,PHY 222

Social Science 6 Semester Hours
To be chosen from
ECO 210, PSY 201, SOC 101, SOC 102

Required Support Courses 6 Semester Hours
Courses to be selected from required core subject area and/or courses listed below. Course selected may not be used to meet requirements for any other area.
BIO 101, BIO 102, BIO 205, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111,CHM 220, CHM 225, CPT 101, MAT 111, MAT 120, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

B. REQUIRED CORE SUBJECT AREAS (18 Semester Hours)

To be chosen from the courses listed below and NOT used to fulfill general education requirements. *Courses applying in the Required Core Area require a minimum grade of "C."
ART, 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, GER 101, GER 102, HIS 101, HIS 102, HIS 104, HIS 201, HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 210, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 230, SPA 101, SPA 102, SPC 205, THE 101

C. OTHER HOURS REQUIRED FOR GRADUATION (5 Semester Hours)

COL 101 College Orientation 1 Semester Hour

ELECTIVES (minimum of 2) not fewer than 4 semester hours
Courses used to complete this requirement must be chosen from courses which are at or above entry level required by the AA program. Students must demonstrate satisfactory completion of all pre-requisites for the courses selected. At least two courses must be represented.

Total Credit Hours 61.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Associate in Arts

First Year

Fall	**Spring**
COL 101	ENG 102
ENG 101	1 HISTORY
MAT 110	BIO 102
1 HISTORY	1 REQ. CORE COURSE
PSY 201**OR**	1 REQ. SUPPORT COURSE
SOC 101	
BIO 101	

Second Year

Fall	**Spring**
1 LITERATURE	ECO 210 or
3 REQ. CORE COURSES	SOC 102
1 ELECTIVE	2 REQ. CORE COURSES
1 REQ. SUPPORT COURSE	
1 ELECTIVE	

MODEL FOR ASSOCIATE IN SCIENCE DEGREE

A. GENERAL EDUCATION **(38 Semester Hours)**

English Composition — 6 Semester Hours
*ENG 101, *ENG 102

Mathematics — 3 Semester Hours
MAT 110 or MAT 165

Humanities/Fine Arts — 9 Semester Hours
3 semester hours to be chosen from
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209
6 semester hours to be chosen from
HIS 101, HIS 102, HIS 201, HIS 202

Physical or Natural Sciences — 8 Semester Hours
To be chosen from
BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHM 225, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

Social Science — 6 Semester Hours
To be chosen from
ECO 210, PSY 201, SOC 101, SOC 102

Required Support Courses — 6 Semester Hours
Courses to be selected from required core subject area and/or courses listed below. Course selected may not be used to meet requirements for any other area.
ART 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, GER 101, GER 102, HIS 101, HIS 102, HIS 104, HIS 201, HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC201, PSC 210, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 230, SPA 101, SPA 102, SPC 205, THE 101

B. REQUIRED CORE SUBJECT AREAS (18 Semester Hours)

To be chosen from the courses listed below and NOT used to fulfill general education requirements. *Courses applying in the Required Core Area require a minimum grade of "C." BIO 101, BIO 102, BIO 205, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHM 225, CPT 101, MAT 111, MAT 120, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222

C. OTHER HOURS REQUIRED FOR GRADUATION (5 Semester Hour)

COL 101 College Orientation 1 Semester Hour

ELECTIVES (minimum of 2) not fewer than 4 semester hours

Courses used to complete this requirement must be chosen from courses which are at or above entry level required by the AS program. Students must demonstrate satisfactory completion of all pre-requisites for the courses selected. At least two courses must be represented.

Total Credit Hours 61.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Associate in Science

First Year

Fall	**Spring**
COL 101	ENG 102
ENG 101	1 HISTORY
MAT 110	BIO 102
1 HISTORY	1 REQ. CORE COURSE
PSY 201 or	1 REQ. SUPPORT COURSE
SOC 101	
BIO 101	

Second Year

Fall	**Spring**
1 LITERATURE	ECO 210 **OR**
3 REQ. CORE COURSES	SOC 102
1 ELECTIVE	2 REQ. CORE COURSES
	1 REQ. SUPPORT COURSE
	1 ELECTIVE

Environmental Electives: To acquire an Associate in Science Degree with environmental electives, a student may select CHM 110, CHM 111, CHM 220, CHM 225, EVT 206, AND EVT 254.

CERTIFICATE: Analytical Chemistry (23.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS		**CREDITS**
* CHM 110	College Chemistry I	4.0
* CHM 111	College Chemistry II	4.0
* CHM 220	Analytical Chemistry I	5.0
* CHM 225	Modern Chemical Analysis	4.0
* ENG 101	English Composition I	3.0
* MAT 110	College Algebra	3.0
	Total Credit Hours	23.0

*Course in this program requiring a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Analytical Chemistry Certificate

Fall	**Spring**
ENG 101	CHM 111
MAT 110	
CHM 110	

Second Year

Fall	**Spring**
CHM 220	CHM 225

It is recommended that this certificate be completed with the Associate in Science degree and/or the Environmental Technology Certificate.

CERTIFICATE: Environmental Technology (20.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
* BIO	205/206 **OR**		
* BIO	101		4.0
* CHM	110	College Chemistry I	4.0
* MAT	110	College Algebra	3.0
* ENG	101	English Composition I	3.0
* EVT	206	Introduction to Environmental Compliance	3.0
*+EVT	254	Industrial Safety and Emergency Response **OR**	
*++ EVT	110	Introduction to Treatment Facilities	3.0
		Total Credit Hours	20.0

*Courses in this program which require a minimum grade of "C."
+EVT 254 provides 40-hours HAZWOPER Certification.
++EVT 110 is an introduction to the operation of wastewater treatment facilities.

SUGGESTED PLAN OF STUDY
Environmental Technology Certificate

Fall	**Spring**
ENG 101	BIO 205/206 **OR** BIO 101
MAT 110	EVT 254 or EVT 110
CHM 110	
EVT 206	

Note: The following Transfer information was required for inclusion by the Commission on Higher Education (CHE). The College assumes no liability for the accuracy of the information provided by the CHE.

COLLEGE TRANSFER: STATE POLICIES AND PROCEDURES
Regulation and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995

Background
Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a

Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

* An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;

* A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;

* Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalences (including "free elective" category) found at the home institution for the courses accepted.

F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

G. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.

H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

* Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours

* Business Administration: Established curriculum block of 46-51 semester hours

* Engineering: Established curriculum block of 33 semester hours

* Science and Mathematics: Established curriculum block of 51-53 semester hours

* Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.

* Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse

(For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

For additional information regarding Transfer Blocks, contact Dr. Edith Dobbins, Executive Vice President for Academic and Student Affairs, or access the Commission for Higher Education website at www.che.sc.gov/academicaffairs/transfer/transfer.htm, or call (803) 327-8014, or fax us at (803) 327-8059, or contact us by mail at York Technical College, 452 South Anderson Road, Rock Hill, SC 29730

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.

9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

A. A copy of this entire document.

B. A copy of the institution’s transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

A. A copy of this entire document.

B. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:

A. Publish these procedures in their entirety (except Appendices)

B. Designate a chief Transfer Officer at the institution who will:

--provide information and other appropriate support for students considering transfer and recent transfers

--serve as a clearinghouse for information on issues of transfer in the State of South Carolina

--provide definitive institutional rulings on transfer questions for the institution's students under these procedures

--work closely with feeder institutions to assure ease in transfer for their students

C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant

D. Refer interested parties to the institutional Transfer Guide

E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

York Technical College's Transfer Officer is Dr. Edith Dobbins, Executive Vice President for Academic and Student Affairs. For more information regarding the College's Transfer Guide, contact the Registrar's Office, or access the College's Homepage at www.yorktech.com., or telephone us at (803) 327-8014, or fax us at (803) 327-8059.

Additional information regarding transfer in South Carolina may be found at the SC Commission for Higher Education home page at www.che.sc.gov/academicaffairs/transfer/transfer.htm

GENERAL STUDIES CERTIFICATE

Many students entering college for the fist time are often uncertain as to their college major or academic pursuit. The General Studies Certificate may be a choice for these students. This certificate prepares students for entry-level occupations in fields related to the career electives chosen. Completion of these courses may be applied to long-term academic goals. Higher-level general education courses can be substituted for some of the entry-level courses that have been included in the model.

CERTIFICATE: GENERAL STUDIES (16.0 CREDIT HOURS)

	A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
	COL	101	College Orientation	1.0
	CPT	170	Microcomputer Applications	3.0
*	ENG	101	English Composition I **OR**	
*	ENG	155	Communications I	3.0

MAT	101	Beginning Algebra **OR**	
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
		Subtotal	13.0

B. OTHER HOURS REQUIRED FOR GRADUATION

Career Elective	3.0
Total	16.0

*Courses in the program which require a minimum grade of "C."

SUGGESTED CAREER ELECTIVES INCLUDE:
AHS 102, ACC 101, BUS 121, BUS 145, CPT 101, EGR 104, MGT 101, MGT 110, MGT 120, MGT 201, MKT 101, MKT 265, OST 105, OST 110, OST 165

SUGGESTED PLAN OF STUDY
General Studies Certificate

Fall
COL 101
ENG 101 **OR**
ENG 155
MAT 101 **OR**
MAT 155
PSY 105
CPT 170
CAREER ELECTIVE

HEALTH AND HUMAN SERVICES DIVISION

The goal of the Health and Human Services Division is to educate students to provide high-quality services in the Nursing, Allied Health, and Early Childhood Development fields. This Division offers credit programs and numerous continuing education programs to help meet the employment demands for health and human service professionals in the community.

Each program consists of a fully integrated curriculum including general education courses as well as technical courses in the major which are taught by qualified professionals in cooperation with local hospitals, health care agencies, and child care settings. Courses in the major include classroom and laboratory learning experiences on campus in addition to clinical experiences at affiliating health and child care settings.

Credit programs in the Health and Human Services Division have criteria for admission in addition to the general requirements for admission to the College. The admission requirements for each program are outlined on the following pages. Admissions criteria are also available in Student Services. Students should contact an admissions counselor to get information about admission requirements. Applicant qualifications for admission may be individually reviewed when exceptional circumstances exist.

Applicants for all limited enrollment Health and Human Services programs must maintain a minimum grade point average as specified in the qualification requirements for their goal program. For those programs which require proof of high school or GED completion, evidence must be on file before applicants can be placed on the list of qualified students.

Technical standards are published for each program in the Health and Human Services Division to identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Students in the Health and Human Services Division programs review the technical standards and assess their ability to meet them. Students are encouraged to make known any special needs requiring accommodations that would assist them in meeting the technical standards. Copies of the technical standards for each program are available in Student Services and through the Health and Human Services Division Office.

Admission into York Technical College's Health and Human Services programs does not guarantee acceptance or placement into a clinical rotation at an affiliate health care facility, which is required for graduation. Affiliate clinical sites supporting Health and Human Services programs require that students have background checks and drug screens prior to acceptance or placement in clinical rotations. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical site. These checks will be done at the expense of the student. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical site. All findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to complete the course or program.

New trends in the delivery of health and child care services provide many avenues to explore for a career. Exciting and challenging employment opportunities await the person who is prepared for one of these careers. Let York Technical College assist in preparing you to become a member of one of these dedicated teams which provide vital, caring services to the community.

EARLY CHILDHOOD DEVELOPMENT PROGRAMS

The Early Care and Education Associate Degree provides higher educational training and expertise for child care providers in the field of early childhood development. This degree prepares graduates for employment at the associate degree level in early childhood settings that serve children from birth through age 8 and their families. This degree meets the mandate for Headstart staff and provides a career ladder for individuals who desire to improve their skills.

The Early Childhood Development Certificate and Early Childhood Development Diploma Programs are designed to prepare students for entry-level jobs in the area of early childhood development. The certificate courses provide basic knowledge of child growth and development. The diploma courses add the expertise needed to plan and implement various activities for children and to lead a classroom.

The Child Care Management Certificate will prepare or enhance an individual for an administrative position in a child care setting. The program includes studies in areas of administration, management, child development, curriculum, health, safety, nutrition, and family/community relations.

The Infant and Toddler Development Certificate program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through 3 years old are provided with training related to experiences in growth and development, curriculum issues, and student teaching. This certificate and the individual courses may be useful to those professionals working or seeking employment with the Early Headstart Program.

The Early Childhood Special Education Advanced Certificate will prepare or enhance a childcare provider, lead/assistant teacher, or an instructional assistant to competently and appropriately interact with special needs children. The curriculum includes the following areas of study that are essential in understanding and meeting the needs of exceptional children: communication systems, facilitation and environmental management, activity therapy, and counseling techniques.

Graduates of the Early Childhood Development Programs find employment in child care centers, preschools, Headstart programs, public schools, and private kindergartens. Working as a nanny, serving as a public school teacher assistant, and opening a private or family child care center are also employment options. The positions may be as teacher assistants, lead teachers, assistant directors, and directors or owners/operators in a child care setting. Graduates may also find employment in various agencies, programs and entities that serve children and their families.

Admission to the Early Childhood Development Programs requires qualifying scores on the College's placement test, or S.A.T. or A.C.T., and a high school diploma or equivalent. Prior to entry, students must submit evidence of a negative TB test, and complete a Department of Social Services letter of non-conviction, criminal background check, and medical forms.

Several courses require both lecture and lab hours at the nationally accredited York Technical College Child Development Center; in some cases labs are off-campus. The programs are designed to provide training for the person already employed in child care as well as to prepare those who plan to enter the field. Laboratory settings require criminal background checks, processed through SC State Law Enforcement Division (SLED), before allowing students to participate in laboratory experiences. Any conviction of the following will make the applicant ineligible for employment in any child care facility and therefore, ineligible to participate in laboratory experiences required in ECD courses: offenses against the person, offenses against morality and decency; contributing to the delinquency of a minor.

People who love children and have patience, compassion, mature judgment, good organizational skills and a sense of humor would enjoy a career in early childhood development.

MAJOR: EARLY CARE AND EDUCATION (62.0 Semester Credit Hours)
DEGREE: Associate in Public Service

A. GENERAL EDUCATION				**CREDITS**
*	CPT	101	Introduction to Computers **OR**	3.0
*	OST	105	Keyboarding	
*	ENG	101	English Composition I **OR**	3.0
*	ENG	155	Communications I	
	MAT	101	Beginning Algebra **OR**	3.0
	MAT	155	Contemporary Math	
*	PSY	201	General Psychology **OR**	3.0
*	PSY	105	Personal/Interpersonal Psychology	
*	HSS	205	Technology and Society **OR**	
*	HIS	102	Western Civilization II	3.0
			Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS			CREDITS
*	ECD 101	Introduction to Early Childhood	3.0
*	ECD 102	Growth and Development I	3.0
*	ECD 105	Guidance and Classroom Management	3.0
*	ECD 107	Exceptional Children	3.0
*	ECD 135	Health, Safety and Nutrition	3.0
*	ECD 203	Growth and Development II	3.0
*	ECD 243	Supervised Field Experience I	3.0
		Subtotal	21.0

C. OTHER HOURS REQUIRED FOR GRADUATION			
	COL 101	College Orientation	1.0
*	ECD 108	Family and Community Relations	3.0
*	ECD 109	Administration and Supervision	3.0
*	ECD 131	Language Arts	3.0
*	ECD 132	Creative Experiences	3.0
*	ECD 200	Curriculum Issues in Infant & Toddler Development	3.0
*	ECD 201	Principles of Ethics & Leadership in Early Care and Edu.	3.0
*	ECD 210	Early Childhood Intervention	3.0
	Electives (minimum of 2) not fewer than 4 credits		4.0
		Subtotal	26.0
		Total Credit Hours	62.0

*Courses in this program which require a minimum grade of "C."
**While some courses may transfer, the program is not a college transfer program and does not lead to teacher licensure or certification.

SUGGESTED PLAN OF STUDY
Early Care and Education Degree

First Year

Fall	Spring	Summer
COL 101	MAT 101 **OR**	CPT 101 **OR**
ENG 101 **OR**	MAT 155	OST 105
ENG 155	ECD 107	HSS 205 **OR**
ECD 101	ECD 132	HIS 102
ECD 102	ECD 203	ECD 108
ECD 105		ECD 109

Second Year

Fall	Spring
PSY 201 **OR**	ECD 131
PSY 105	ECD 135
ECD 200	ECD 243
ECD 201	ELECTIVES
ECD 210	

It is recommended that students follow the suggested plan of study.

MAJOR: Early Childhood Development (43.0 Semester Credit Hours)
DIPLOMA: Public Service

A. GENERAL EDUCATION			
*	ENG 155	Communications I	3.0
	MAT 155	Contemporary Mathematics	3.0
*	PSY 105	Personal/Interpersonal Psychology	3.0
		Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS			
*	ECD 101	Introduction to Early Childhood	3.0
*	ECD 102	Growth and Development I	3.0
*	ECD 105	Guidance/Classroom Management	3.0
*	ECD 135	Health, Safety, and Nutrition	3.0
*	ECD 203	Growth and Development II	3.0
		Subtotal	15.0

C. OTHER HOURS REQUIRED FOR GRADUATION			CREDITS
COL	101	College Orientation	1.0
* ECD	107	Exceptional Children	3.0
* ECD	131	Language Arts	3.0
* ECD	132	Creative Experiences	3.0
* ECD	133	Science and Math Concepts	3.0
* ECD	237	Methods and Materials	3.0
* ECD	243	Supervised Field Experience I	3.0
		Subtotal	19.0
		Total Credit Hours	43.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Early Childhood Development Diploma

Fall	Spring	Summer
COL 101	ECD 132	ECD 237
ECD 101	ECD 107	ECD 243
ECD 102	ECD 131	MAT 155
ECD 105	ECD 135	PSY 105
ECD 133	ECD 203	
ENG 155		

It is recommended that students follow the suggested plan of study.

CERTIFICATE: Early Childhood Development (27.0 Semester Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
* ECD	101	Introduction to Early Childhood	3.0
* ECD	102	Growth and Development I	3.0
* ECD	105	Guidance/Classroom Management	3.0
* ECD	107	Exceptional Children	3.0
* ECD	131	Language Arts	3.0
* ECD	132	Creative Experiences	3.0
* ECD	133	Science and Math Concepts	3.0
* ECD	135	Health, Safety, and Nutrition	3.0
* ECD	203	Growth and Development II	3.0
		Total Credit Hours	27.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Early Childhood Development Certificate

Fall	Spring
ECD 101	ECD 132
ECD 102	ECD 107
ECD 105	ECD 131
ECD 133	ECD 135
	ECD 203

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

CERTIFICATE: Child Care Management (30.0 Semester Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
* ECD	102	Growth and Development I	3.0
* ECD	105	Guidance/Classroom Management	3.0
* ECD	108	Family and Community Relations	3.0
* ECD	109	Administration and Supervision	3.0
* ECD	135	Health, Safety, and Nutrition	3.0
* ECD	203	Growth and Development II	3.0
* ECD	237	Methods and Materials	3.0
* MGT	120	Small Business Management	3.0
* MGT	201	Human Resource Management	3.0
* OST	105	Keyboarding	3.0
		Total Credit Hours	30.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Child Care Management Certificate

Summer	**Fall**	**Spring**
ECD 108	ECD 102	ECD 135
ECD 109	ECD 105	ECD 203
ECD 237	MGT 120	MGT 201
OST 105		

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

CERTIFICATE: Infant & Toddler Development (12.0 Semester Credit Hours)

A. MAJOR COURSES			
* ECD	101	Introduction to Early Childhood	3.0
* ECD	102	Growth and Development I	3.0
* ECD	200	Curriculum Issues in Infant and Toddler Dev.	3.0
* ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
* ECD	207	Infants and Toddlers with Special Needs	3.0
* ECD	251	Supervised Field Experiences in Infant/Toddler Enviro.	3.0
		Total Credit Hours	12.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Early Childhood Development Certificate

Fall	**Spring**
ECD 101	ECD 200
ECD 102	ECD 207
ECD 205	ECD 251

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

ADVANCED CERTIFICATE: Early Childhood Special Education
(18.0 Semester Credit Hours)

A. MAJOR COURSES			CREDITS
* ECD	210	Early Intervention	3.0
* ECD	253	Communication Systems ECSE	3.0
* ECD	254	Facilitation/Environment Management	3.0
* ECD	255	Activity Therapy for ECSE	3.0
* ECD	256	Counseling Techniques ECSE	3.0
* ECD	257	Supervised Field Experiences	3.0
		Total Credit Hours	18.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Advanced Certificate Early Childhood Special Education

Spring	Summer	Fall
ECD 253	ECD 254	ECD 256
ECD 210	ECD 255	ECD 257

The Advanced Certificate program targets graduates of ECD certificate, diploma, or APS degree programs. The curriculum includes areas of study that are essential in understanding and meeting the needs of exceptional children.

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

EXPANDED DUTY DENTAL ASSISTANT

The Expanded Duty Dental Assistant Program prepares the student to become an essential member of the dental team. The student learns current infection control practices, concepts of four-handed dentistry, radiography techniques and techniques for providing preventive oral hygiene services.

The Expanded Duty Dental Assistant Program is accredited by the American Dental Association, Commission on Dental Accreditation. This credential assures that the graduate is qualified to perform expanded functions as authorized by the South Carolina State Dental Practice Act. Upon completion of the program, graduates are eligible for certification through the Dental Assisting National Board Examination. After successful completion of this examination, the graduates are entitled to use the abbreviation C.D.A. (Certified Dental Assistant) after their name.

Graduates may seek employment in private practices, military installations, hospitals, nursing homes, dental school clinics, and public health facilities. The current demand for trained dental assistants in four-handed dentistry exceeds the supply.

Admission to the Expanded Duty Dental Assistant Program requires a high school diploma or equivalent and qualifying scores on the College's placement test. Prior to entry, students must submit a completed medical examination form, complete a required CPR course and complete a dental office rotation. A *non-refundable, nontransferable* deposit of $100 is also required.

MAJOR: Expanded Duty Dental Assistant (47.0 Semester Credit Hours)
DIPLOMA: Health Science

A. GENERAL EDUCATION			CREDITS
ENG	155	Communications I	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
		Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS			CREDITS
* DAT	113	Dental Materials	4.0
* DAT	118	Dental Morphology	2.0
* DAT	121	Dental Health Education	2.0
* DAT	122	Dental Office Management	2.0
* DAT	127	Dental Radiography	4.0
* DAT	154	Clinical Procedures I	4.0
		Subtotal	18.0

C. OTHER HOURS REQUIRED FOR GRADUATION			
COL	101	College Orientation	1.0
* DAT	112	Integrated Human Science	4.0
* DAT	115	Ethics & Professionalism	1.0
* DAT	123	Oral Medicine/Oral Biology	3.0
* DAT	164	Clinical Procedures II	4.0
* DAT	177	Office Experience	7.0
		Subtotal	20.0
		Total Credit Hours	47.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Expanded Duty Dental Assistant Diploma

Fall	Spring	Summer
COL 101	PSY 105	DAT 122
DAT 112	ENG 155	DAT 177
DAT 115	MAT 155	
DAT 113	DAT 164	
DAT 154	DAT 123	
DAT 118	DAT 127	
DAT 121		

All DAT courses must be taken in sequence as outlined in the curriculum display.

DENTAL HYGIENE PROGRAM

A dental hygienist is a licensed oral health professional who provides educational, clinical, and therapeutic services supporting total health through the promotion of optimal oral health. The hygienist is a member of the dental team who is responsible for providing treatment that helps prevent oral diseases such as dental caries and periodontal disease.

The Dental Hygiene Program is accredited by the American Dental Association, Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Upon completion of the program and successful completion of a written Dental Hygiene National Board Examination and a clinical Regional Board Examination, a graduate is eligible for licensure as a Registered Dental Hygienist and for certification in Infiltration Anesthesia. The licensed dental hygienist practices in accordance with the requirements of individual state dental practice acts.

A licensed hygienist may seek employment in private and public dental facilities. Other avenues for employment include: federal, state, and local health departments, hospitals, military facilities, nursing homes, dental school clinics, dental auxiliary educational programs, and innovative insurance companies.

ADMISSIONS CRITERIA

1. Applicants for admission to the Dental Hygiene Program must be a high school graduate or equivalent and must meet the qualification requirements through one of the methods below. Prior to entry, students must submit a completed medical examination form and complete a required dental office rotation A *non-refundable, nontransferable* deposit of $100 is also required.

AND EITHER OF THE FOLLOWING:

2. SAT Score: 920 Total (480 Verbal, 400 Math) if taken after April 1, 1995; 800 total (400 Verbal, 350 Math) if taken before April 1, 1995, or ACT: Composite 20 (Verbal 21, Math 16).

PLUS

Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college chemistry course with a minimum grade of "C" prior to acceptance into the hygiene program.

OR ALTERNATIVE METHOD

Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college chemistry course with a minimum grade of "C" prior to acceptance into the dental hygiene program.

PLUS

Completion of all required non-dental hygiene general education courses including electives with a GPR of 2.50 or above.

AHS	108	Nutrition	HSS	205	Technology & Society
BIO	210	Anatomy & Physiology I	PSY	201	General Psychology
BIO	211	Anatomy and Physiology II	MAT	155	Contemporary Math
CHM	105	General, Organic & Biochemistry	SPC	205	Public Speaking
COL	101	College Orientation	SOC	101	Intro to Sociology
ENG	101	English Composition I	BIO	134	Intro to Microbiology

Students whose Reading score is below 88 on the COMPASS placement test or below 45 on the ASSET placement test must successfully complete all required reading coursework in addition to the courses listed above.

MAJOR: Dental Hygiene (84.0 Semester Credit Hours)
DEGREE: Associate in Health Science

A. GENERAL EDUCATION			**CREDITS**
* ENG	101	English Composition I	3.0
HSS	205	Technology & Society	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0
SPC	205	Public Speaking	3.0
		Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS			
**AHS	113	Head & Neck Anatomy	1.0
* BIO	134	Fundamentals of Microbiology Concepts	2.0
* DHG	121	Dental Radiography	3.0
* DHG	125	Tooth Morphology & Histology	2.0
* DHG	140	General & Oral Pathology	2.0
* DHG	141	Periodontology	2.0
* DHG	143	Dental Pharmacology	2.0
* DHG	165	Clinical Dental Hygiene I	5.0
* DHG	175	Clinical Dental Hygiene II	5.0
* DHG	230	Public Health Dentistry	3.0
* DHG	239	Dental Assisting for DHGs	2.0
* DHG	255	Clinical Dental Hygiene III	5.0
* DHG	272	Dental Hygiene Externship	2.0
		Subtotal	36.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
* AHS	108	Nutrition	3.0
* BIO	210	Anatomy & Physiology I	4.0
* BIO	211	Anatomy & Physiology II	4.0
* CHM	105	General, Organic & Biochemistry	4.0
COL	101	College Orientation	1.0
* DHG	115	Medical and Dental Emergencies	2.0
* DHG	154	Pre-clinical Hygiene	4.0
* DHG	265	Clinical Hygiene IV	5.0
SOC	101	Introduction to Sociology	3.0
ELECTIVE			3.0
		Subtotal	33.0
		Total Credit Hours	84.0

*Courses in this program which require a minimum grade of "C."
**May only be taken with co-requisite DHG courses.

SUGGESTED PLAN OF STUDY
Dental Hygiene Degree

First Year

Fall	**Spring**	**Summer**
BIO 210	AHS 113	AHS 108
CHM 105	BIO 211	BIO 134
COL 101	DHG 121	DHG 140
DHG 125	DHG 165	DHG 141
DHG 154	DHG 239	DHG 175
ENG 101	SPC 205	
DHG 115		

Second Year

Fall	**Spring**
DHG 143	DHG 265
DHG 230	DHG 272
DHG 255	HSS 205
MAT 155	PSY 201
SOC 101	ELECTIVE

Students must schedule all courses to meet the requirements for Dental Hygiene in a course sequence pattern as outlined in the curriculum display above.

HEALTH SCIENCE CERTIFICATE PROGRAM

The Health Science Certificate Program is offered for students interested in exploring career options in healthcare fields. Courses provide basic skills for students to enter selected health-related occupations and pursue additional programs of study in health careers. Admission to the Health Science Certificate Program does not guarantee admission to other Health and Human Services Division programs.

Admission to the Health Science Certificate Program requires qualifying scores on the College's placement test.

CERTIFICATE: Health Science (30.0 Semester Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
* AHS	101	Introduction to Health Professions	2.0
^*AHS	102	Medical Terminology	3.0
* AHS	120	Responding to Emergencies	2.0
* BIO	112	Basic Anatomy and Physiology +(substitute—BIO 210/211)	4.0
COL	101	College Orientation	1.0
CPT	170	Microcomputer Applications	3.0
* ENG	101	English Composition I	3.0
HSS	205	Technology and Society	3.0
* MAT	155	Contemporary Mathematics @(substitute—MAT 110)	3.0
PSY	105	Personal/Interpersonal Psychology +(substitute—PSY 201)	3.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	30.0

* Courses in this program which require a minimum grade of "C."
+ Courses recommended for students preparing to enter the Dental Hygiene, Associate Degree Nursing and Radiologic Technology Programs.
@ Course recommended for students preparing to enter the Assoc. Degree Nursing Prog.
^ Course requiring requisite(s)

SUGGESTED PLAN OF STUDY
Health Science Certificate

Fall	**Spring**
AHS 101	AHS 120
AHS 102	CPT 170
BIO 112	HSS 205
COL 101	PSY 105
ENG 101	SPC 205
MAT 155	

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

MEDICAL LABORATORY TECHNOLOGY PROGRAM

This program prepares the student to function efficiently and safely in the clinical laboratory setting. It consists of general education courses, specific MLT courses, and clinical rotations in a hospital laboratory. This diverse learning experience is designed to teach the MLT students technical and theoretical aspects of the clinical laboratory in the health care setting. Upon completion of the program, the graduate receives an Associate in Health Science Degree and is eligible to take either or both of two national certifying exams.

Admission to the Medical Laboratory Technology Program requires the student to be a high school graduate or equivalent, have a qualifying S.A.T. or A.C.T. score or a 2.5 GPA in the general education courses and elective. Students whose Reading score is below 88 on the COMPASS placement test or below 45 on the ASSET placement test must successfully complete all required reading coursework in addition to the courses listed above. Prior to entry, students must submit a medical examination form. Prior courses in biology and chemistry are recommended. A *non-refundable*, *nontransferable* deposit is also required. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415 or phone at 773-714-8880.

Clinical facilities require drug screens and/or SLED background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

Medical Laboratory Technology graduates find rewarding careers in such work environments as hospital laboratories, doctors' offices, outpatient clinics, minor emergency centers, veterinary offices, and industrial labs.

MAJOR: Medical Laboratory Technology (76.0 Semester Credit Hours)
DEGREE: Associate in Health Science

A. GENERAL EDUCATION			**CREDITS**
* BIO	112	Basic Anatomy & Physiology	4.0
CHM	105	General, Organic and Biochemistry	4.0
ENG	101	English Composition I	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
HSS	205	Technology & Society	3.0
		Subtotal	20.0
B. REQUIRED CORE SUBJECT AREAS			
* MLT	105	Medical Microbiology	4.0
* MLT	110	Hematology	4.0
* MLT	120	Immunohematology	4.0
* MLT	125	Clinical Chemistry	4.0
		Subtotal	16.0

C. OTHER HOURS REQUIRED FOR GRADUATION			CREDITS
COL	101	College Orientation	1.0
* MLT	101	Introduction to MLT	2.0
* MLT	108	Urinalysis & Body Fluids	3.0
* MLT	112	Introduction to Parasitology	2.0
* MLT	242	Survey in MLT	5.0
* MLT	243	Advanced Survey in MLT	5.0
* MLT	251	Clinical Experience I	5.0
* MLT	252	Clinical Experience II	5.0
* MLT	253	Clinical Experience III	5.0
* MLT	254	Clinical Experience IV	5.0
ELECTIVE		no fewer than 2 credit hours	2.0
		Subtotal	40.0
		Total Credit Hours	76.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Medical Laboratory Technology Degree

First Year

Fall	**Spring**	**Summer**
COL 101	MLT 108	MLT 120
MAT 155	MLT 110	MLT 112
CHM 105	MLT 125	PSY 105
BIO 112	ENG 101	ELECTIVE
MLT 105	HSS 205	
MLT 101		

Second Year

Fall	**Spring**
MLT 251	MLT 253
MLT 252	MLT 254
MLT 242	MLT 243

All MLT courses must be taken in sequence as outlined in the curriculum display.

MEDICAL OFFICE ASSISTING CERTIFICATE PROGRAM

The Medical Office Assistant is a multi-skilled member of the health care team who assists in patient care management by performing delegated administrative and clinical duties in accordance with respective state laws governing such actions and duties.

Administrative duties of the Medical Office Assistant include scheduling and receiving patients; maintaining medical records; handling telephone calls and office correspondence; filing insurance claims; and maintaining office accounts. Clinical duties include preparing patients for examination; obtaining and recording vital signs; taking medical histories; assisting with examinations and treatments; collecting specimens and performing routine office laboratory procedures; providing patient instruction for diagnostic tests, x-rays, and office procedures; and providing appropriate care in emergency situations.

Admission to the Medical Office Assisting Certificate Program requires that the student have qualifying scores on the College's placement test or satisfactorily complete the appropriate levels of English, reading, and mathematics. Keyboarding skills are a pre-requisite for entry into several of the major courses.

The Medical Office Assisting Certificate Program provides high-quality educational experiences to prepare qualified graduates for entry-level medical assisting positions in physicians' offices, clinics, or other medical settings.

CERTIFICATE: Medical Office Assisting (25 semester credit hours) **CREDITS**

A. REQUIRED CORE SUBJECT AREAS

* AHS	102	Medical Terminology	3.0
* AHS	120	Responding to Emergencies	2.0
* AHS	125	Allied Health Sciences	4.0
* MED	114	Medical Assisting Clinical Procedures	4.0
* OST	110	Document Formatting	3.0
* OST	134	Office Communications	3.0
* OST	165	Information Processing Software	3.0
* OST	252	Medical Systems and Procedures	3.0
		Total Credit Hours	25.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Medical Office Assisting Certificate

Fall	**Spring**
AHS 102	AHS 120
AHS 125	MED 114
OST 110	OST 134
OST 252	OST 165

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

NURSING

The Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina Lancaster and is approved by the Board of Nursing for South Carolina and accredited by the National League for Nursing Accrediting Commission. The Associate Degree Nursing Program prepares men and women for the practice of registered nursing to provide direct client care across the life span. The practice of the associate degree nurse is primarily directed toward clients who have health needs and require assistance to maintain or restore their optimum state of health or support to die with dignity. The associate degree nurse is prepared to address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and certain community health agencies.

The student of an associate degree nursing program functions in three basic roles within the health care delivery system: provider of care; manager of care; and member within the discipline of nursing under the supervision of a registered professional nurse. Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Registered Nurses are eligible to apply for licensure to practice as a registered nurse in any of the 50 states or U.S. territories.

There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The policy from the Board of Nursing for South Carolina will be distributed to all applicants by Student Services/Office of Admissions. The policy is also in the *Nursing Student Handbook*, which is distributed the first day of class.

Clinical facilities require drug screens and/or SLED background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

ADMISSIONS CRITERIA

1. Applicants for admission to the associate degree nursing program must meet the entrance requirements of the parent institution.* Admission to the Associate Degree Nursing Program requires the student to be a high school graduate or equivalent.

2. Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college chemistry course with a minimum grade of "C" prior to acceptance into the nursing program.

AND ONE OF THE FOLLOWING

3. SAT Score: 920 Total (480 Verbal, 440 Math) if taken after April 1, 1995; 800 Total (400 Verbal, 400 Math) if taken before April 1, 1995, or ACT: Composite 20 (Verbal 21, Math 19).

OR

4. Completion of all approved general education courses and electives with a GPR of 2.5 or above and completion of RDG 101 or equivalent test scores.

BIO	210	Anatomy & Physiology I	Humanities/Fine Arts Elective	
BIO	211	Anatomy and Physiology II	PSY 201	General Psychology
BIO	225	Microbiology	MAT 110	College Algebra
ENG	101	English Composition I	COL 101	College Orientation
ENG	102	English Composition II	Elective	

All students seeking qualification through the General Education track must have either a COMPASS Reading score of 88, an ASSET Reading score of 46, an SAT verbal score of 400, an R-SAT Verbal Score of 480, or an ACT English score of 21. Students who do not meet one of these requirements must successfully complete all required reading coursework in addition to the courses listed above.

*Students are expected to graduate from the school where the initial nursing course is taken.

To enhance potential for success in the program, the faculty recommends completion of a Certified Nursing Assistant Program and work experience as a CNA.

ADMISSION BY TRANSFER

Transfer credit may be granted for courses taken in another Associate or Baccalaureate Degree Nursing Program to a student meeting the following criteria:

1. The student must meet present admission criteria to the Nursing Program.

2. The student must submit a letter from the previous school attended stating that he/she left in good standing and is eligible for readmission.

3. The student must provide the nursing department manager with a detailed course syllabus showing course and unit objectives and a clinical evaluation tool indicating criteria met in the clinical component of the courses. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College/University of South Carolina Lancaster courses.

4. The student must demonstrate competencies in the course to be transferred either by exam, by previous grade and documentation or both.

5. The Nursing Evaluation Committee will review requests for transfer credit and will make a recommendation for official action to the Registrar/Admissions Officer.

6. The York Technical College/University of South Carolina Lancaster Cooperative Nursing Program is considered by the State Board of Nursing for South Carolina to be one nursing program administered jointly by York Technical College and the University of South Carolina Lancaster. Only students in good standing are eligible for readmission will be considered for transfer.

7. Admission by transfer is on a space available basis.

MAJOR: Nursing (68.0 Semester Credit Hours)
DEGREE: Associate in Health Science

MAJOR: Practical Nursing (41.0 Semester Credit Hours)
DIPLOMA: Health Science

A. GENERAL EDUCATION			**CREDITS**
* ENG	101	English Composition I	3.0
* ENG	102	English Composition II	3.0
MAT	110	College Algebra	3.0
PSY	201	General Psychology	3.0
Humanities/Fine Arts Elective			3.0
		Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS			
* NUR	104	Nursing Care Management	4.0
* NUR	206	Clinical Skills Application	2.0
* NUR	159	Nursing Care Management II	6.0
* NUR	209	Nursing Care Management III	5.0
* NUR	211	Care of the Childbearing Family	4.0
		Subtotal	21.0

C. OTHER HOURS REQUIRED FOR GRADUATION			
* BIO	210	Anatomy and Physiology I	4.0
* BIO	211	Anatomy and Physiology II	4.0
* BIO	225	Microbiology	4.0
COL	101	College Orientation	1.0
* NUR	214	Mental Health Nursing	4.0
* NUR	229	Nursing CAre Management IV	6.0
* NUR	106	Pharmacologic Basics	2.0
* NUR	219	Nursing Management Leadership	4.0
ELECTIVE			3.0
		Subtotal	32.0
		Total Credit Hours	68.0

* Courses in this program which require a minimum grade of "C."
A student must have a "C" in each nursing course to progress in the program.

Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to either campus for classes according to the class schedule.

Students may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from four to eight hours per clinical day.

Students must have a completed health form. Current CPR Certification for children, infants, and adults is required. Students must have proof of health insurance. Liability insurance is also required (through York Technical College).

SUGGESTED PLAN OF STUDY
Associate Degree Nursing

First Year

Fall	**Spring**	**Summer**
+BIO 210	+BIO 211	+NUR 209
COL 101	+NUR 159	+ENG 102
ENG 101	+NUR 211	
+NUR 104	PSY 201	
+NUR 206		
+NUR 106		

PN Exit Option - Students successfully completing the first three semesters are eligible to apply for the NCLEX-PN (National Council Licensure Examination) and for Licensure as a Practical Nurse (PN).

ADN Progression - Students may apply for NCLEX-PN after three semesters and continue on in the program to complete the last two semesters. Students successfully completing all semesters are eligible to apply for NCLEX-RN and for Licensure for Registered Nurse (RN).

Second Year

Fall	**Spring**
+NUR 229	+NUR 214
+BIO 225	+NUR 219
MAT 110	HUMANITIES/FINE ARTS ELECTIVE
	ELECTIVE

All NUR courses must be taken in sequence as outlined in the curriculum display.
+Courses in the curriculum that require a pre-requisite or co-requisite. Please check the course description at the back of the catalog. Required science courses that are more than seven years old must be repeated.

RETENTION AND PROMOTION POLICY

For retention and promotion in the Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Must schedule all courses to meet the requirements for this course of study in a course sequence pattern as outlined in the curriculum display in the York Technical College and University of South Carolina Lancaster Catalogs.

2. Must achieve a cumulative 2.0 grade point ratio on all courses which count toward graduation in the program.

3. Must make a grade of "C" or better in theory in each nursing course attempted, and receive a clinical evaluation of "Satisfactory."

4. A student who receives a "D", "F", or "W" in any required nursing course may repeat that course one time only. A maximum of two nursing courses may be repeated. If a student fails the same course twice that student may not progress in the program. In order to repeat a nursing course, the student must follow the readmission policy for the Nursing Program found in the current ***Nursing Student Handbook***. Readmission will depend on space available in the course to be repeated.

5. Must achieve a grade of "C" or above in ENG 101, ENG 102 and all science courses.

6. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply for readmission to the first nursing course. Required science courses that are more than seven years old must be repeated.

LPN /ADN TRANSITION
ADVANCE PLACEMENT
DEGREE: Associate in Health Science

Students will be admitted based on *The South Carolina Statewide Articulation Model*:

Direct Transfer Individual Validation
A minimum of 15 semester hours of nursing credit will be awarded without educational mobility testing or validation if the applicant meets the following criteria:
- *Graduate from an NLNAC accredited, credit-bearing program
- *Has a current, active LPN License
- *Meets admission and progression requirements of York Technical College/University of South Carolina-Lancaster

Individual Validation
Individual validation of credit awarded will be determined by the receiving institution, through exemption testing, if applicant is a:
- *Graduate from a non-NLNAC accredited program, or
- *Graduate from a non-credit bearing program

A minimum of 15 semester hours of nursing credits will be awarded upon completion of validation if the applicant meets the following criteria:

*Has a current, active LPN License
*Meets admission requirements of York Technical College/University of South Carolina-Lancaster

Requirements:

1. Must have completed health form.
2. Current Healthcare Provider CPR certification.
3. Proof of health insurance.
4. Proof of liability insurance (through York Technical College).
5. SLED Criminal Background check required for specific clinical rotations.
6. LPNs admitted to the ADN program are required to enroll in NUR 201 Transition Nursing and complete it with a grade of "C" or better. Candidates may take NUR 201 before the first nursing course or simultaneously with the first nursing course taken.
7. LPNs who directly articulate from the PN program in Lancaster into the ADN program at York Technical College and have no interruption in progression towards an Associate Degree will not be required to enroll in NUR 201.

Second Year

Summer	**Fall**	**Spring**
NUR 201	+NUR 229	+NUR 214
	+BIO 225	+NUR 219
	MAT 110	HUMANITIES/FINE ARTS ELECTIVE
		ELECTIVE

All NUR courses must be taken in sequence as outlined in the curriculum display.
+ Courses in the curriculum that require a pre-requisite or co-requisite.

PRACTICAL NURSING

The Practical Nursing Program is approved by the Board of Nursing for South Carolina. The Practical Nursing Program prepares men and women for the practice of nursing to provide direct client care across the lifespan. The practical nurse graduate is prepared to function in the role of provider of care and manager of care for individuals and families with common health problems. This nurse functions dependently under supervision as a health care team member in a variety of health care settings.

Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Practical Nurses. Graduates who successfully pass the National Council Licensing Examination for Practical Nurses are eligible to apply for licensure as a practical nurse in any of the 50 states or U.S. territories.

There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The policy from the Board of Nursing for South Carolina will be distributed to all students.

Clinical facilities require drug screens and/or SLED background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

ADMISSIONS CRITERIA

1. Applicants for admission to the Practical Nurse Program must meet the entrance requirements of the parent institution. Admission to the Practical Nursing Program requires the student to be a high school graduate or equivalent.

AND ONE OF THE FOLLOWING:

*	COMPASS			ASSET	
	Pre-Algebra	54	Numerical	43 & Ele. Alg	31
	Reading	81		Reading	42
	Writing	70		Writing	41

* SAT Score: 880 Total (480 Verbal, 400 Math) if taken after April 1, 1995; 750 Total (400 Verbal, 350 Math) if taken before April 1, 1995, or ACT: Composite 19 (Verbal 21, Math 16).

OR

* "C" or better in RDG 100, MAT 150, and ENG 100

ADMISSION BY TRANSFER

1. The student must meet present admission criteria to the Nursing Program.
2. The student must submit a letter from the previous school attended stating that he/she left in good standing and is eligible for readmission.
3. The student must provide the nursing department manager with a detailed course syllabus showing course and unit objectives and a clinical evaluation tool indicating criteria met in the clinical component of the courses. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College courses.
4. The student must demonstrate competencies in the course to be transferred either by exam, by previous grade and documentation or both.
5. The Nursing Evaluation Committee will review requests for transfer credit and will make a recommendation for official action to the Registrar/Admissions Officer.
6. Only those students in good standing for readmission are eligible to be considered for transfer.
7. Admission by transfer is on a space available basis.

MAJOR: Practical Nursing (41.0 Semester Credit Hours)
DIPLOMA: Health Science

				CREDITS
A. GENERAL EDUCATION				
* ENG	101	English Composition I		3.0
* ENG	102	English Composition II		3.0
PSY	201	General Psychology		3.0
			Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS				
* NUR	104	Nursing Care Management		4.0
* NUR	206	Clinical Skills		2.0
* NUR	159	Nursing Care Management II		6.0
* NUR	209	Nursing Care Management III		5.0
* NUR	211	Care of the Childbearing Family		4.0
			Subtotal	21.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
* AHS	125	Allied Health Sciences		4.0
* BIO	112	Basic Anatomy and Physiology		4.0
COL	101	College Orientation		1.0
* NUR	106	Pharmacologic Basics		2.0
			Subtotal	11.0
			Total Credit Hours	41.0

*Courses in this program, which requires a minimum grade of "C."

Practical nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses.

Students may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from 4 - 8 hours per clinical day.

Students must have a completed health form. Current Healthcare Provider CPR Certification is required. Student must have proof of health insurance. Liability insurance is also required (through York Technical College).

Students planning to seek admission to the ADN program must meet the entrance criteria for that program, substitute BIO 210 and BIO 211 for BIO 112, and substitute BIO 225 for AHS 125.

SUGGESTED PLAN OF STUDY
Health Science Diploma

First Year

Fall	**Spring**	**Summer**
BIO 112	AHS 125	NUR 209
COL 101	NUR 159	ENG 102
ENG 101	NUR 211	
NUR 104	PSY 201	
NUR 206		
NUR 106		

Students successfully completing the first three semesters are eligible to apply for the NCLEX-PN (National Council Licensure Examination) and for Licensure as a Practical Nurse (PN).

All NUR courses must be taken in sequence as outlined in the curriculum display. Required science courses that are more than seven years old must be repeated.

To enhance potential for success in the program, the faculty recommends completion of a Certified Nursing Assistant Program and work experience as a CNA.

Retention and Promotion Policy

For retention and promotion in the Practical Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Must schedule all courses to meet the requirements for this course of study in a course sequence pattern as outlined in the curriculum display in the York Technical College Catalog.
2. Must achieve a cumulative 2.0 grade point ratio on all courses, which count toward graduation in the program.
3. Must make a grade of "C" or better in theory in each practical nursing course attempted and receive a clinical evaluation of "Satisfactory."
4. A student who receives a "D", "F", or "W" in any required practical nursing course may repeat that course **one time only**. A maximum of one nursing course may be repeated with the exception of the fall semester. In order to repeat a nursing course, the student must follow the readmission policy for the Practical Nursing Program found in the current Practical Nursing Student Handbook. Readmission will depend on space available in the course to be repeated.
5. Must achieve a grade of "C" or above in ENG 101, ENG 102 and all science courses.
6. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply for readmission to the first nursing course.

For direct articulation into the College's ADN program, please refer to page 88 of this catalog.

PRE-PHYSICAL THERAPIST ASSISTANT CERTIFICATE

The Pre-Physical Therapist Assistant Certificate is a preparatory certificate designed so that students can complete general education requirements before transferring to an institution that offers the Associate Degree in Physical Therapist Assistant. York Technical College has a cooperative agreement to provide a 1 + 1 program in which the first year of general education is completed at York Technical College and **the second year of major coursework is completed at Greenville Technical College.**

Admission to the Pre-Physical Therapist Assistant Certificate requires qualifying scores on the College's placement exam and a high school diploma or equivalent. Completion of one high school or college unit of algebra, biology, and chemistry with a minimum grade of "C" is also required. BIO 150 (Anatomy Review for Kinesiology) is required prior to phase II. BIO 210 & BIO 211 are pre-requisites to this course.

Students wishing to transfer must make direct application to and complete all requirements at Greenville Technical College. Completion of the Pre-Physical Therapist Assistant Certificate

does not guarantee admission to the second phase at Greenville Technical College. There may be differences in the evaluation and awarding of transfer credit for previous college courses between York Technical College and Greenville Technical College. Courses provide basic skills for students to enter selected health-related occupations.

CERTIFICATE: Pre-Physical Therapist Assistant (35.0 Semester Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
* AHS	102	Medical Terminology	3.0
* BIO	210	Anatomy and Physiology I	4.0
* BIO	211	Anatomy and Physiology II	4.0
* CPT	101	Introduction to Computers	3.0
* ENG	101	English Composition I	3.0
* ENG	102	English Composition II	3.0
* MAT	110	College Algebra	3.0
* PSY	201	General Psychology	3.0
* PSY	203	Human Growth and Development	3.0
* SPC	205	Public Speaking	3.0
* ELECTIVE		(Humanities)	3.0
		Total Credit Hours	35.0

*Courses in this program which require a minimum grade of "C."

PLAN OF STUDY
Pre-Physical Therapist Assistant Certificate

Fall	**Spring**
ENG 101	ENG 102
BIO 210	BIO 211
PSY 201	PSY 203
MAT 110	SPC 205
AHS 102	ELECTIVE (Humanities)
CPT 101	

It is recommended that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology Program prepares the student to become an essential member of the health care team. The student radiographer learns about the characteristics and potential hazards of radiation, and applies this knowledge to produce quality diagnostic images which will assist the physician in the diagnosis and treatment of injuries and diseases.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology. Upon completion of this program, the graduate is eligible for certification by the American Registry of Radiologic Technologists. Upon passing this examination, graduates are entitled to use the abbreviation R.T.(R)(Registered Technologist, Radiography) after their names and to the privileges offered by this registration.

Clinical facilities require drug screens and/or SLED background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

ADMISSIONS CRITERIA

There are 3 alternate tracks of qualifying for entry into the Rad Tech Program. All applicants must have a high school diploma or GED and qualify by one of the following Tracks:

Track 1 - SAT or ACT Scores
Either: SAT (before 4/1/95) 400V/350M/800 Total and 45 ASSET Reading or 88 COMPASS Reading
OR
SAT (after 4/1/95) 480V/400M/920 Total and 45 ASSET Reading or 88 COMPASS Reading
OR
ACT 21E/16M/20 Comp and 45 ASSET Reading or 88 COMPASS Reading

Track 2 ASSET or COMPASS Scores
ASSET Scores 41 Wri/43 Num and Elem Alg 31-42 or IntAlg 23-33/45 Reading
OR
COMPASS Scores 70-100Wri/54-100 PreAlg or 0-45 Alg/88 Reading

Track 3 - Health Science Certificate (30 Semester Credit Hours)
This track of program admission requires completion of the health science certificate with a 2.5 GPA and a minimum grade of C in all HSC courses. Prerad students qualifying under Track 3 must complete BIO 210 and 211 and PSY 201. Students qualifying by Track 3 must either complete RDG 101 or score a 45 Reading on the Asset or 88 on the COMPASS Reading Test. Suggested course of study is listed below:

FALL	SPRING
AHS 101	AHS 120
AHS 102	CPT 170
BIO 210	HSS 205
COL 101	PSY 201
ENG 101	SPC 205
MAT 155	BIO 211

NOTE: Applicants must qualify by one track only. Test scores cannot be mixed (ie. SAT V/ASSET M).

Upon qualifying and prior to having the name placed on the list, the applicant must complete the four hours of observation in the Radiology Department at Piedmont Medical Center and also complete the program orientation that is available on computer. The applicant is responsible for scheduling this appointment with the Rad Tech Department faculty. Failure to keep the appointment without prior notification may result in loss of position on the list.

After completing the observation/orientation requirement, the applicant must pay a $50 non-refundable, nontransferable fee to have his/her name placed on the list. The applicant's name will not be placed on the list until the $50 fee has been paid. Qualified applicants are accepted into the program in the order in which they qualify. The applicant will receive a formal letter of acceptance into the program from Student Services. This letter will request payment of the $100 non-refundable, nontransferable deposit for confirmation of intent to enroll. The deposit will later be applied towards the program tuition for the Summer term. Students must maintain a 2.0 GPA in order to qualify for entry into the Rad Tech program.

A completed medical physical examination form must be turned in to the Program Director within 3 months prior to Program entry. Documentation of certification in the American Heart Healthcare Provider CPR course is required prior to Program entry and must be turned in to the Program Director. Students must provide evidence of current health insurance coverage each semester in order to be allowed into the clinical facility. A policy can be purchased through York Technical College that will provide the necessary coverage. Students must also purchase liability insurance through York Tech when registering for classes for each year of the program. Proof of current immunizations of MMR, varicella (chicken pox) or proof of a date, and hepatitis B. Proof of a PPD within the last 12 months must also be provided.

Upon completion of this program, the graduate may seek employment in hospital radiology departments, emergency facilities, imaging centers, private doctors' offices, industries, and colleges. The current demand for qualified radiographers exceeds the supply.

Additional areas for career opportunities in Rad are Mammography, Diagnostic Ultrasound, Angiography, CT, and MRI. For more information, call the Radiologic Technology Department Manager.

Students must complete 90 Semester credits with a minimum grade of 80% in all Radiology Technology courses and "C" or above in general education courses, and must complete all clinical competency requirements including final written and performance tests. An overall GPA of 2.0 must be maintained each semester.

MAJOR: Radiologic Technology (90.0 Semester Credit Hours)
DEGREE: Associate in Health Science

A. GENERAL EDUCATION				**CREDITS**
* ENG	101	English Composition I		3.0
* HSS	205	Technology and Society		3.0
* MAT	155	Contemporary Mathematics		3.0
* PSY	201	General Psychology		3.0
* BIO	210	Anatomy and Physiology I		4.0
* BIO	211	Anatomy and Physiology II		4.0
			Subtotal	20.0
B. REQUIRED CORE SUBJECT AREAS				
* RAD	102	Radiology Patient Care Procedures		2.0
* RAD	110	Radiographic Imaging I		3.0
* RAD	115	Radiographic Imaging II		3.0
* RAD	121	Radiographic Physics		4.0
* RAD	130	Radiographic Procedures I		3.0
* RAD	136	Radiographic Procedures II		3.0
* RAD	201	Radiation Biology		2.0
* RAD	210	Radiographic Imaging III		3.0
			Subtotal	23.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
* COL	101	College Orientation		1.0
* RAD	101	Introduction to Radiography		2.0
* RAD	105	Radiographic Anatomy		4.0
* RAD	152	Applied Radiography I		2.0
* RAD	165	Applied Radiography II		5.0
* RAD	175	Applied Radiography III		5.0
* RAD	230	Radiographic Procedures III		3.0
* RAD	256	Advanced Radiography I		6.0
* RAD	268	Advanced Radiography II		8.0
* RAD	278	Advanced Radiography III		8.0
* * ELECTIVE		(minimum of 1) not fewer than 3 credit hours		3.0
			Subtotal	47.0
			Total Credit Hours	90.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Radiologic Technology Degree

First Year

Summer	**Fall**	**Spring**
RAD 102	BIO 211	ENG 101
BIO 210	RAD 105	RAD 136
COL 101	RAD 110	RAD 115
RAD 101	RAD 130	MAT 155
RAD 152	RAD 165	RAD 175
ELECTIVE		

Second Year

Summer	**Fall**	**Spring**
RAD 230	RAD 210	PSY 201
RAD 256	RAD 201	HSS 205
RAD 121	RAD 268	RAD 278

All RAD courses must be taken in sequence as outlined in the curriculum display so that pre-requisites for each of the courses are met.

SURGICAL TECHNOLOGY PROGRAM

The Surgical Technology Program offers classroom and clinical experiences for the entry-level surgical technologist. The program includes courses in aseptic technique, operative procedures, patient care, anatomy, microbiology, pharmacology, medical terminology, medical/legal aspects, and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, the graduate is eligible to take the certification exam.

Many graduates choose to work in areas related to surgery such as central sterile supply, private scrub, the OB department, endoscopy, or instrument sales. Opportunities are also available to work as cell saver technicians, anesthesia technicians, veterinary assistants, oral-surgical assistants, and medical office assistants.

Each applicant must:

— Provide proof of high school diploma or GED.
— Achieve qualifying scores on the College's placement tests.
— Submit a current physical as proof of health eligibility to work in the clinical area.
— Provide evidence of current immunizations.
— Provide own transportation to clinical sites.
— Provide uniforms, shoes, and lab jackets which are necessary for proper hospital attire.
— Provide proof of personal health insurance as well as current malpractice insurance for clinical practice.
— Pay a non-refundable, nontransferable deposit of $100 upon acceptance into the program.
— Must meet technical standards for program admission.
— Clinical facilities require drug screens and/or SLED background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities.

MAJOR: Surgical Technology (49.0 Semester Credit Hours)

DIPLOMA: Health Science

A. GENERAL EDUCATION				**CREDITS**
ENG	155	Communications I		3.0
MAT	155	Contemporary Mathematics		3.0
PSY	105	Personal/Interpersonal Psychology		3.0
			Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS				
* SUR	101	Introduction to Surgical Technology		5.0
* SUR	102	Applied Surgical Technology		5.0
* SUR	103	Surgical Procedures I		4.0
* SUR	104	Surgical Procedures II		4.0
* SUR	111	Basic Surgical Practicum		7.0
* SUR	114	Surgical Specialty Practicum		7.0
			Subtotal	32.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
COL	101	College Orientation		1.0
* SUR	105	Surgical Procedures III		4.0
* SUR	120	Surgical Seminar		2.0
* SUR	130	Biomedical Sciences for the Surgical Technologist		1.0
			Subtotal	8.0
			Total Credit Hours	49.0

*Courses in this program which require a minimum grade of "C."

SUGGESTED PLAN OF STUDY
Surgical Technology Diploma

Fall	Spring	Summer
COL 101	SUR 103	SUR 105
SUR 130	SUR 104	SUR 114

MAT 155	SUR 111	SUR 120
PSY 105	ENG 155	
SUR 101		
SUR 102		

All SUR courses must be taken in sequence as outlined in the curriculum display.

CENTRAL SERVICE CERTIFICATE PROGRAM

The Central Service Department is a vital component of any hospital which incorporates sterile supply, decontamination, and sterile processing. Personnel working in this area must be knowledgeable of safe handling, processing, and sterilization (methods and procedures) of all types of materials and equipment. Central Service students learn the basic principles and uses of surgical instruments, sutures, dressings, drains, and the reclamation of used items for reprocessing. Central Service personnel must work closely and harmoniously with surgical and other hospital personnel to provide quality patient care.

The Surgical Technology Department offers the Central Service Certificate program each fall semester.

Each applicant must:

— Provide proof of high school diploma or GED.
— Achieve qualifying scores on the College's placement tests.
— Submit a current physical as proof of health eligibility to work in the clinical area.
— Provide evidence of current immunizations.
— Provide own transportation to clinical sites.
— Provide uniforms, shoes, and lab jackets which are necessary for proper hospital attire.
— Provide proof of personal health insurance as well as current malpractice insurance for clinical practice.
— Must meet technical standards for program admission.

CERTIFICATE: Central Service Certificate Program (15.0 Semester Credit Hours)
A. MAJOR COURSES

*SUR 101	Introduction to Surgical Technology	5.0
*SUR @102	Applied Surgical Technology	5.0
*SUR +125	Sterile Processing Practicum	5.0
	Total Credit Hours	15.0

*Courses in this program which require a minimum grade of"C" to pass
+SUR 125 may be taken as a single course (non-certificate), high school diploma required
@Students completing the Central Service certificate may qualify to merge into the current Surgical Technology Program if there is space available and all requirements are met for the Surgical Technology Program. SUR 130 must be taken in the fall in order to be eligible to merge with current Surgical Technology class.

SUGGESTED PLAN OF STUDY
Central Service Certificate Program

Fall
SUR 101
SUR 102
SUR 125

It is required that students follow the suggested plan of study.

All certificate programs require minimum reading, writing and math skills. Some certificates contain courses which require specific pre-requisites. Based upon placement test scores, students may be required to take additional courses in reading, math or English which are not listed above and do not count toward credit in the program.

INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION

INDUSTRIAL AND ENGINEERING TECHNOLOGIES DIVISION

The Industrial and Engineering Technologies Division's mission is to provide accessible, relevant, high quality education in a wide range of industrial and technical specialties required by local and regional industries. The Division offers a variety of degree, diploma, and certificate programs designed around employers' expectations.

Graduates of these programs become technicians who assist in the design, development, manufacturing, installation, or servicing of products and services created by their employers. The education that students receive at York Technical College gives them the skills needed to adapt to the ever-changing landscape of American industry.

Technical standards are published for each program in the Industrial and Engineering Technologies Division, which identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Applicants to programs in the Industrial and Engineering Technologies Division should review the technical standards and gauge their abilities to meet them. Students are encouraged to reveal any special needs requiring accommodation that would help them satisfy the technical standards. Copies of the technical standards for each program are available from Student Services.

The rapid pace of technological change provides a steady stream of new and exciting career opportunities. Consider how York Technical College can prepare you to seize these opportunities for a challenging future in technology-oriented industries.

AIR CONDITIONING/REFRIGERATION MECHANICS

Efficient heating and air conditioning is no longer a luxury. Practically all new construction, whether residential or industrial, now requires air conditioning equipment. Owners of business structures and industrial plants are modernizing their heating and cooling systems to provide comfort and to attract employees and customers. Precisely controlled air conditioning in buildings is a must for computers, microprocessors, and high-technology machinery.

The graduate will find numerous opportunities for work as a heating technician or as installer and serviceman of residential and industrial air conditioning.

The Air Conditioning Department offers five programs: three certificate programs, a diploma program, and a general technology degree program with a concentration in Air Conditioning/ Refrigeration Mechanics.

MAJOR: Air Conditioning/Refrigeration Mechanics (44.0 Credit Hours)
DIPLOMA: Industrial Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
	ENG	155	Communications I	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**REQUIRED CORE SUBJECT AREAS**			
*	ACR	102	Tools & Service Techniques	3.0
*	ACR	108	Refrigeration Fundamentals	3.0
*	ACR	110	Heating Fundamentals	4.0
*	ACR	120	Basic Air Conditioning	4.0
*	ACR	210	Heat Pumps	4.0
*	ACR	224	Codes and Ordinances	2.0
			Subtotal	20.0
C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
*	ACR	150	Basic Sheetmetal	2.0
*	ACR	220	Advanced Air Conditioning	4.0
*	ACR	221	Residential Load Calculations	2.0
	COL	101	College Orientation	1.0
*	EGR	110	Introduction to Computer Environment	3.0
*	EGT	133	HVAC Print Reading	3.0
			Subtotal	15.0
			Total Credit Hours	44.0

Suggested Plan of Study
Air Conditioning/Refrigeration Mechanics
Diploma (Day)

Fall	Spring	Summer
ACR 102	ACR 108	ACR 220
ACR 150	ACR 110	ACR 221
ACR 224	ACR 120	EGR 110
COL 101	ACR 210	
ENG 155	ECO 101 **OR**	
EGT 133	PSY 105	
MAT 155		

*Courses in this program which require a minimum grade of "C"

CERTIFICATE: HVAC Installer Certificate (10.0 Credit Hours.)

A. REQUIRED CORE SUBJECT AREAS				**CREDITS**
*	ACR 102	Tools and Service Techniques		3.0
*	ACR 150	Basic Sheetmetal		2.0
*	ACR 224	Codes and Ordinances		2.0
*	EGT 133	HVAC Print Reading		3.0
			Total Credit Hours	10.0

Suggested Plan of Study
HVAC Installer Certificate (Day and Evening)

Fall
ACR 102
ACR 150
ACR 224
EGT 133
*Courses in this program which require a minimum grade of "C"

CERTIFICATE: HVAC Service Technician Certificate (15.0 Credit Hours.)

A. REQUIRED CORE SUBJECT AREAS				
*	ACR 108	Refrigeration Fundamentals		3.0
*	ACR 110	Heating Fundamentals		4.0
*	ACR 120	Basic Air Conditioning		4.0
*	ACR 210	Heat Pumps		4.0
			Total Credit Hours	15.0

Suggested Plan of Study
HVAC Service Technician Certificate (Day)

Spring
ACR 108
ACR 110
ACR 120
ACR 210

Suggested Plan of Study
HVAC Service Technician Certificate (Evening)

Spring	Summer
ACR 108	ACR 110
ACR 120	ACR 210

*Courses in this program which require a minimum grade of "C"

CERTIFICATE: HVAC Systems Design Certificate (9.0 Credit Hours.)

A. REQUIRED CORE SUBJECT AREAS				**CREDITS**
*	ACR 220	Advanced Air Conditioning		4.0
*	ACR 221	Residential Load Calculations		2.0
*	EGR 110	Introduction to Computer Environment		3.0
			Total Credit Hours	9.0

Suggested Plan of Study
HVAC Systems Design Certificate (Day)

Summer
ACR 220
ACR 221
EGR 110
*Courses in this program which require a minimum grade of "C"

ENGINEERING GRAPHICS

This curriculum is designed for the student who is interested in a career in graphics with full utilization of computers. Many applications are presented in order to introduce students to this career field so that they may wisely choose their direction after graduation. Some of these fields are architectural, civil, mechanical, structural, electrical, piping, and welding.

MAJOR: Engineering Graphics (43.0 Credit Hours)
DIPLOMA: Engineering Technology

A. GENERAL EDUCATION				
	ECO 101	Basic Economics **OR**		
	PSY 105	Personal/Interpersonal Psychology		3.0
	ENG 155	Communications I		3.0
	HSS 205	Technology and Society		3.0
	MAT 101	Beginning Algebra		3.0
			Subtotal	12.0

B. REQUIRED CORE SUBJECT AREAS				
	CPT 170	Microcomputer Applications		3.0
*	EGT 110	Engineering Graphics I		4.0
	EGT 115	Engineering Graphics II		4.0
	EGT 252	Advanced CAD		3.0
			Subtotal	14.0

C. OTHER HOURS REQUIRED FOR GRADUATION				
	COL 101	College Orientation		1.0
	EGR 170	Engineering Materials		3.0
*	EGR 175	Manufacturing Processes		3.0
	EGT 105	Basic Civil Drafting		2.0
	EGT 225	Architectural Drawing Applications		4.0
	ELECTIVES (min. of 2- not fewer than 4 credit hrs.)			4.0
			Subtotal	17.0
			Total Credit Hours	43.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study
Engineering Graphics Diploma (Day)

First Year

Fall	**Spring**	**Summer**
COL 101	EGR 175	EGT 225
CPT 170	EGT 105	
EGT 110	EGT 115	
HSS 205	ENG 155	
	MAT 101	

Second Year Fall
ECO 101 **OR**
PSY 105
EGR 170
EGT 252
2 ELECTIVES

Suggested Plan of Study
Engineering Graphics Diploma (Evening)

First Year

Fall	**Spring**	**Summer**
COL 101	EGT 115	CPT 170
ECO 101 **OR**	ENG 155	EGT 225
PSY 105	MAT 101	HSS 205
EGT 110		

Second Year

Fall	**Spring**
EGR 170	EGR 175
EGT 105	EGT 252
ELECTIVE	ELECTIVE

RESIDENTIAL/COMMERCIAL WIRING

The building industry faces a shortage of 65,000 to 80,000 skilled craft workers each year. This shortage is expected to continue into the next decade due to job growth projections, declining workforce numbers, and lack of training opportunities.

The Residential/Commercial Wiring certificate program provides skills required for entry-level residential and commercial wiring positions. The skills sets include workplace safety, electrical theory, residential wiring practices, commercial wiring practices, and knowledge of the National Electrical Code, Building Code, and local codes and ordinances.

CERTIFICATE: Residential/Commercial Wiring (16.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
*	BCT 105	Tool Usage and Safety	2.0
*	BCT 112	Construction Print Reading	2.0
*	BCT 141	Fixtures and Installation	3.0
*	EEM 105	Basic Electricity	2.0
*	EEM 141	Residential/Commercial Codes	3.0
*	EEM 165	Residential/Commercial Wiring	4.0
		Total Credit Hours	16.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study
Residential/Commercial Wiring Certificate (Day)

Fall (1st minimester)	**Fall (2nd minimester)**
BCT 105	BCT 141
BCT 112	EEM 165
EEM 105	
EEM 141	

Suggested Plan of Study
Residential/Commercial Wiring Certificate (Evening)

Fall	**Spring**
BCT 105	BCT 141
BCT 112	EEM 165
EEM 105	
EEM 141	

INDUSTRIAL ELECTRICITY/ELECTRONICS

This curriculum is designed to prepare students for electrical maintenance careers in a modern industrial environment. The graduate should be able to troubleshoot, maintain, and install electrical systems, machinery, industrial controls, protective devices, PLCs, and drives, with a minimum amount of on-site training.

Students receive extensive "hands-on" experience with PLCs, motors, controls, and drives. Lab activities include connecting and troubleshooting circuits, motors, and controls.

Three courses are devoted to application, programming, and troubleshooting programmable logic controllers interfaced with simulated industrial processes.

The curriculum is not easy, but demand for employees with these skills has grown rapidly in recent years. As industry continues to modernize and new industries develop, the need will increase for the foreseeable future.

Four certificates are offered: a Basic Electricity certificate, a Motors and Controls certificate, an Industrial Electronics certificate, and a Programmable Controls certificate. These four certificates, when combined with the required general education courses, allow the student to earn a diploma in Industrial Electricity/Electronics. Combining the diploma with additional general education courses, as well as courses in a secondary technical specialty, allows the student to earn a general technology degree with a concentration in Industrial Electricity/Electronics.

MAJOR: Industrial Electricity/Electronics (48.0 Credit Hours)
DIPLOMA: Industrial Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
	ENG	155	Communications I	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**REQUIRED CORE SUBJECT AREAS**			
	* EEM	117	AC/DC Circuits I	4.0
	* EEM	140	National Electrical Code	3.0
	* EEM	145	Control Circuits	3.0
	* EEM	201	Electronic Devices I	3.0
			Subtotal	13.0
C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
	* CIM	241	Automated Manufacturing Equipment	4.0
	COL	101	College Orientation	1.0
	* EEM	202	Electronic Devices II	3.0
	* EEM	203	Electronic Devices III	3.0
	* EEM	215	DC/AC Machines	3.0
	* EEM	221	DC/AC Drives	3.0
	* EEM	251	Programmable Controllers	3.0
	* EEM	252	Programmable Controllers Applications	3.0
	* EGR	110	Introduction to Computer Environment	3.0
			Subtotal	26.0
			Total Credit Hours	48.0

Suggested Plan of Study
Industrial Electricity/Electronics Diploma (Day)

Fall (1st Minimester)	**Spring** (1st Minimester)	**Summer**
COL 101	EEM 202	CIM 241
EEM 117	EEM 215	ECO 101 **OR**
EEM 140	ENG 155	PSY 105
EGR 110		EEM 221
MAT 155		EEM 252

Fall (2nd Minimester)	**Spring (2nd Minimester)**
COL 101	EEM 203
EEM 145	EEM 251
EEM 201	ENG 155
MAT 155	

*Courses in the program requiring a minimum grade of "C."

CERTIFICATE: Basic Electricity (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			**CREDITS**
* EEM	117	AC/DC Circuits I	4.0
* EEM	140	National Electrical Code	3.0
* EGR	110	Introduction to Computer Environment	3.0
		Total Credit Hours	10.0

*Courses in the program requiring a minimum grade of "C."

Suggested Plan of Study
Basic Electricity Certificate (Day and Evening)

Fall (1st minimester)
EEM 117
EEM 140
EGR 110

CERTIFICATE: Motors and Controls (9.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
* EEM	145	Control Circuits	3.0
* EEM	215	DC/AC Machines	3.0
* EEM	221	DC/AC Drives	3.0
		Total Credit Hours	9.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Motors and Controls Certificate (Day)

Fall (2nd minimester)	**Spring (1st minimester)**	**Summer**
EEM 145	EEM 215	EEM 221

Suggested Plan of Study
Motors and Controls Certificate (Evening)

First Year	**Second Year**
EEM 145	EEM 221
EEM 215	

CERTIFICATE: Industrial Electronics (9.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
* EEM	201	Electronic Devices I	3.0
* EEM	202	Electronic Devices II	3.0
* EEM	203	Electronic Devices III	3.0
		Total Credit Hours	9.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Industrial Electronics Certificate (Day)

Fall (2nd minimester)	**Spring (1st minimester)**	**Spring (2nd minimester)**
EEM 201	EEM 202	EEM 203

Suggested Plan of Study
Industrial Electronics Certificate (Evening)

Summer	Fall	Spring
EEM 201	EEM 202	EEM 203

CERTIFICATE: Programmable Controllers (10.0 Credit Hours) **CREDITS**

A. REQUIRED CORE SUBJECT AREAS

*	CIM	241	Automated Manufacturing Equipment	4.0
*	EEM	251	Programmable Controllers	3.0
*	EEM	252	Programmable Controllers Applications	3.0
			Total Credit Hours	10.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Programmable Controllers Certificate (Day)

Spring (2nd minimester)	Summer
EEM 251	CIM 241
	EEM 252

Suggested Plan of Study
Programmable Controllers Certificate (Evening)

Summer	Fall	Spring
EEM 251	EEM 252	CIM 241

INDUSTRIAL MAINTENANCE TECHNOLOGY

Industrial operations depend heavily upon well-trained personnel to keep machinery and equipment in operating condition to support production. Employees involved in maintenance, repairs, and improvement of industrial operations must be well versed in such areas as safety, electricity, pipefitting, valves, pumps, welding, power transfer, pneumatics, hydraulics, and use of hand and bench tools. They must also be capable of effective communications, interpretation of blueprints, and use of mathematics.

Graduates are qualified for entry-level jobs in industrial maintenance because of the broad background offered by the curriculum. This is evidenced by the awarding of an Associate in Industrial Technology Degree with a major in Industrial Maintenance Technology.

MAJOR: Industrial Maintenance Technology (68.0 - 70.0 Credit Hours)
DEGREE: Associate in Industrial Technology

A. GENERAL EDUCATION **CREDITS**

	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
	CPT	101	Introduction to Computers	3.0
	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS

*	IMT	114	Benchwork and Assembly	2.0
*	IMT	120	Mechanical Installations	5.0
*	IMT	131	Hydraulics and Pneumatics	4.0
*	IMT	161	Mechanical Power Applications	4.0
			Subtotal	15.0

C. OTHER HOURS REQUIRED FOR GRADUATION			CREDITS
COL	101	College Orientation	1.0
* EEM	117	DC/AC Circuits I	4.0
* EEM	140	National Electrical Code	3.0
* EEM	145	Control Circuits	3.0
* EEM	215	DC/AC Machines	3.0
* EEM	251	Programmable Controllers	3.0
* IMT	102	Industrial Safety	2.0
* IMT	104	Schematics	2.0
* WLD	142	Maintenance Welding	3.0
Concentration Courses			14.0 - 16.0
		Subtotal	38.0 - 40.0
		Total Credit Hours	68.0 - 70.0

CONCENTRATION COURSES

HVAC/R Concentration

* ACR	108	Refrigeration Fundamentals	3.0
* ACR	110	Heating Fundamentals	4.0
* ACR	120	Basic Air Conditioning	4.0
* EGT	133	HVAC Print Reading	3.0
		Total	14.0

Industrial Electricity Concentration

* CIM	241	Automated Manufacturing Equipment	4.0
* EEM	201	Electronic Devices I	3.0
* EEM	202	Electronic Devices II	3.0
* EEM	221	DC/AC Drives	3.0
* EEM	252	Programmable Controllers Applications	3.0
		Total	16.0

Industrial Maintenance Concentration

* ACR	108	Refrigeration Fundamentals	3.0
* IMT	123	Air Compressors	2.0
* IMT	150	Boilers	4.0
* IMT	151	Piping Systems	3.0
* IMT	163	Problem Solving for Mechanical Applications	3.0
		Total	15.0

Machine Tool Concentration

* MTT	121	Machine Tool Theory I	3.0
* MTT	122	Machine Tool Practice I	4.0
* MTT	124	Machine Tool Practice II	4.0
* MTT	126	Machine Tool Practice III	4.0
		Total	15.0

Welding Concentration

* WLD	104	Gas Welding and Cutting	2.0
* WLD	111	Arc Welding I	4.0
* WLD	113	Arc Welding II	4.0
* WLD	152	Tungsten Arc Welding	4.0
		Total	14.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study
Industrial Maintenance Technology Degree (Day)

First Year

Fall	**Spring**
COL 101	EEM 215
CPT 101	EEM 251
EEM 117	ENG 155

EEM 140	HSS 205
EEM 145	Concentration Course
MAT 155	Concentration Course

Second Year

Fall	**Spring**
ECO 101 **OR**	IMT 102
PSY 105	IMT 120
IMT 104	WLD 142
IMT 114	Concentration Course
IMT 131	Concentration Course
IMT 161	
Concentration Course	

MAJOR: Industrial Maintenance Technology (48.0 Credit Hours)
DIPLOMA: Industrial Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
	ENG	155	Communications I	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**REQUIRED CORE SUBJECT AREAS**			
*	IMT	120	Mechanical Installation	5.0
*	IMT	131	Hydraulics & Pneumatics	4.0
*	IMT	161	Mechanical Power Applications	4.0
			Subtotal	13.0
C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
	COL	101	College Orientation	1.0
*	EGT	123	Industrial Print Reading	2.0
*	IMT	102	Industrial Safety	2.0
*	IMT	112	Hand Tool Operations	3.0
*	IMT	140	Industrial Electricity	5.0
*	IMT	150	Boilers	4.0
*	IMT	151	Piping Systems	3.0
*	IMT	163	Problem Solving for Mechanical Applications	3.0
*	WLD	142	Maintenance Welding	3.0
			Subtotal	26.0
			Total Credit Hours	48.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Industrial Maintenance Technology Diploma (Day)

Fall	**Spring**	**Summer**
COL 101	ENG 155	ECO 101 **OR**
IMT 112 (1st minimester)	IMT 102	PSY 105
IMT 150 (2nd minimester)	IMT 131	EGT 123
IMT 151	IMT 140	IMT 120
IMT 161	WLD 142	IMT 163
MAT 155		

MACHINE TOOL

The Machine Tool curriculum prepares the student for opportunities as a machinist, tool and die maker, tool inspector, methods technician, shop foreman, manufacturing process technician, and quality control technician. Machine Tool technology includes two courses of study: machine shop and tool and die.

Machining students will work in the machine tool laboratory with milling machines, grinders, lathes, drill presses, and metal-cutting saws. The program includes study of taper and angular calculations, geometric construction, screw thread leads, pitch diameter measurements, dividing head indexing for circular segmentation, and other related manual machining skills.

Tool and Die students will learn to use precision instruments and both manual and CNC machines for building intricate mechanisms. The student will program CNC machines manually and with Computer Aided Machining software. Tool and die making encompasses the building of tools, jigs and fixtures, dies, gauges, and special production mechanisms. A knowledge of metallurgy and heat treatment is essential to a die maker and is covered in this program.Two programs are offered: a diploma program and a general technology degree program with a concentration in Machine Tool. The diploma program trains students in manual machining techniques. The general technology degree provides students with training in both manual and computer-aided machining, and tool and die making skills.

MAJOR: Machine Tool (45.0 Credit Hours)
DIPLOMA: Industrial Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	101	Basic Economics or	
	PSY	105	Personal/Interpersonal Psychology	3.0
	ENG	155	Communications I	3.0
*	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**REQUIRED CORE SUBJECT AREAS**			
*	EGT	128	Machine Tool Print Layout	2.0
*	MTT	121	Machine Tool Theory I	3.0
*	MTT	122	Machine Tool Practice I	4.0
	MTT	124	Machine Tool Practice II	4.0
			Subtotal	13.0
C.	**OTHER HOURS REQUIRED FOR GRADUATION**			
	COL	101	College Orientation	1.0
	EGT	212	Machine Tool Print Topics	2.0
	MTT	126	Machine Tool Practice III	4.0
	MTT	141	Metals and Heat Treatment	3.0
	MTT	147	Tool and Cutter Grinding	2.0
	MTT	215	Tool Room Machining I	4.0
	MTT	216	Tool Room Machining II	4.0
*	MTT	254	CNC Programming I	3.0
			Subtotal	23.0
			Total Credit Hours	45.0

*Courses in this program require a minimum grade of "C."

Suggested Plan of Study
Machine Tool Diploma (Day)

Fall	Spring	Summer
COL 101	ECO 101 **OR**	MTT 215
EGT 128	PSY 105	MTT 216
ENG 155	EGT 212	MTT 254
MAT 155	MTT 124	
MTT 121	MTT 126	
MTT 122	MTT 147	
MTT 141		

Suggested Plan of Study
Machine Tool Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	ENG 155	MTT 124
EGT 128	MAT 155	
MTT 121	MTT 122	

Second Year

Fall	Spring	Summer
EGT 212	ECO 101 OR	MTT 215
MTT 126	PSY 105	
	MTT 141	
	MTT 147	

Third Year
Fall
MTT 216
MTT 254

CNC MACHINIST

The CNC Machinist Certificate Program consists of nine courses, which are aimed at giving the student certain basic knowledge in manual machining and extensive knowledge in CNC machining. The training in CNC operations includes set-up, operation, and programming knowledge relating to CNC turning and milling operations. The student is exposed to lectures regarding machining theory and also hands-on training with a wide variety of different controller types. This certificate prepares the student to perform such tasks in industry as CNC Operator, CNC Setter, and CNC Programmer.

CERTIFICATE: CNC Machinist (27.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EGT 128 Machine Tool Print Layout	2.0
EGT 212 Machine Tool Print Topics	2.0
* MAT 155 Contemporary Mathematics	3.0
* MTT 121 Machine Tool Theory I	3.0
* MTT 122 Machine Tool Practice I	4.0
MTT 124 Machine Tool Practice II	4.0
* MTT 253 CNC Programming and Operations	3.0
* MTT 254 CNC Programming I	3.0
* MTT 255 CNC Programming II	3.0
Total Credit Hours	27.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
CNC Machinist Certificate (Day)

Fall	Spring
EGT 128	EGT 212
MAT 155	MTT 253
MTT 121	MTT 254
MTT 122	MTT 255
MTT 124	

Suggested Plan of Study
CNC Machinist (Evening)

First Year

Fall	Spring	Summer
EGT 128	MAT 155	MTT 124
MTT 121	MTT 122	

Second Year

Fall	**Spring**
EGT 212	MTT 253
MTT 254	MTT 255

TELEPRODUCTION TECHNOLOGY

The program in Teleproduction Technology is designed for persons interested in learning video production techniques for positions in commercial and cable broadcasting, instructional television, industrial, medical, and governmental video production and the like. Students will spend three semesters in a curriculum designed for mostly "hands-on" learning.

The program includes courses in photography, broadcasting, audio production, studio and field production, editing, lighting, and other related classes. Two semesters of work experience are provided during externship at York Tech and WNSC-TV 30, which is located on the York Technical College's campus. The student who graduates earns a diploma in teleproduction and leaves with the knowledge and skills necessary to work in the rapidly expanding field of television and video productions.

MAJOR: Teleproduction Technology (45.0 Credit Hours)
DIPLOMA: Industrial Technology

A. GENERAL EDUCATION				**CREDITS**
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
			Subtotal	12.0
B. REQUIRED CORE SUBJECT AREAS				
*	RTV	101	Audio Techniques	3.0
*	RTV	103	Field Operations	3.0
*	RTV	105	Television Studio Operation	3.0
*	RTV	107	Producing and Directing	3.0
			Subtotal	12.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
*+	CGC	105	Basic Photography	3.0
*	CGC	213	Audio-Visual Techniques	3.0
	COL	101	College Orientation	1.0
*	RTV	110	Writing for Television	3.0
	RTV	202	Teleproduction Externship I	1.0
	RTV	203	Teleproduction Externship II	2.0
	RTV	204	Teleproduction Externship III	2.0
*	RTV	205	Broadcast Electronics	3.0
	ELECTIVE			3.0
			Subtotal	21.0
			Total Credit Hours	45.0

+CGC 105 requires student-provided 35mm SLR camera, film, and photo processing.
*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study
Teleproduction Technology Diploma (Day)

Fall	**Spring**	**Summer**
CGC 105	CGC 213	RTV 107
COL 101	HSS 205	RTV 204
ECO 101**OR**	MAT 155	RTV 205
PSY 105	RTV 103	ELECTIVE
ENG 155	RTV 110	
RTV 101	RTV 203	
RTV 105		
RTV 202		

WELDING

The Welding curriculum is designed for persons who seek a background in the basic principles and practices of welding. It is also valuable for those now engaged in welding who want to increase their welding skills. Students receive training in theory and practice relating to gas, arc, TIG, and MIG welding processes in accordance with current industrial practices. The content is based upon the studies and recommended practices of the American Welding Society and other welding authorities.

Each major process is presented as a core program providing a comprehensive treatment of equipment, filler rod material, joints and welds, weld testing, safety, welding symbols, and the fundamentals of print reading. Job opportunities include sheet metal, job shop, structural steel, maintenance, and construction welding.

Four programs are offered: two certificate programs, a diploma program and a General Technology Degree program with a concentration in Welding.

MAJOR: Welding (43.0 Credit Hours)
DIPLOMA: Industrial Technology

A. GENERAL EDUCATION			**CREDITS**
ECO	101	Basic Economics **OR**	
PSY	105	Personal/Interpersonal Psychology	3.0
ENG	155	Communications I	3.0
MAT	155	Contemporary Mathematics	3.0
		Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS			
* EGT	114	Welding Print Basics	2.0
* WLD	104	Gas Welding and Cutting	2.0
* WLD	111	Arc Welding I	4.0
* WLD	152	Tungsten Arc Welding	4.0
* WLD	212	Destructive Testing	2.0
		Subtotal	14.0
C. OTHER HOURS REQUIRED FOR GRADUATION			
COL	101	College Orientation	1.0
* EGT	117	Welding Print Principles	2.0
* WLD	113	Arc Welding II	4.0
* WLD	136	Advanced Inert Gas Welding	2.0
* WLD	208	Advanced Pipe Welding	3.0
* WLD	154	Pipe Fitting and Welding	4.0
* WLD	222	Advanced Fabrication Welding	4.0
		Subtotal	20.0
		Total Credit Hours	43.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Welding Diploma (Day)

Fall	**Spring**	**Summer**
COL 101	EGT 117	ECO 101 **OR**
EGT 114	ENG 155	PSY 105
MAT 155	WLD 152	WLD 208
WLD 104	WLD 136	WLD 222
WLD 111	WLD 154	
WLD 113	WLD 212	

CERTIFICATE: Basic Welding (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
* WLD	104	Gas Welding and Cutting	2.0
* WLD	111	Arc Welding I	4.0
* WLD	113	Arc Welding II	4.0
		Total Credit Hours	10.0

*Courses in this program require a minimum grade of "C."

Suggested Plan of Study
Basic Welding Certificate (Evening)

Fall	Spring	Summer
WLD 104	WLD 111	WLD 113

CERTIFICATE: MIG TIG and Pipe Welding (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS

*	WLD	136	Advanced Inert Gas Welding	2.0
*	WLD	152	Tungsten Arc Welding	4.0
*	WLD	154	Pipe Fitting and Welding	4.0
			Total Credit Hours	10.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
MIG TIG and Pipe Welding Certificate (Evening)

Fall	Spring	Summer
WLD 152	WLD 154	WLD 136

AUTOMOTIVE TECHNOLOGY

Modern vehicles are manufactured in a great variety of shapes and sizes and the technology used in them is growing more sophisticated every year. These vehicles are complicated machines requiring highly-skilled, well-trained personnel to repair and maintain them properly for operation at peak efficiency. Vehicle technicians make up the largest service and repair group in the United States. Wages are good and opportunities are excellent for the person eager to learn and willing to work.

The Automotive curriculum is structured to provide a training program that will develop the student's knowledge of automotive theory and operational skills to the level required to perform as an entry-level automotive technician.

The program emphasizes diagnostic and tune-up service, engine overhaul, air conditioning repair and all phases of chassis service as well as the reconditioning and replacement of component parts of automatic transmissions.

The Transportation Department in Automotive Technology offers an automotive degree, diploma, and five short certificates.

MAJOR: Automotive Technology (74.0 Credit Hours)
DEGREE: Associate in Industrial Technology

A. GENERAL EDUCATION				**CREDITS**
*	ECO	101	Basic Economics	3.0
*	ENG	155	Communications I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics **OR**	
*	MAT	101	Beginning Algebra	3.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0

B. REQUIRED CORE SUBJECT AREAS

*	AUT	105	Beginning Engine Repair	4.0
*	AUT	112	Braking System	4.0
*	AUT	115	Manual Drive Train/Axle	3.0
*	AUT	121	Suspension & Steering	3.0
*	AUT	131	Electrical Systems	3.0
*	AUT	241	Automotive Air Conditioning	4.0
			Subtotal	21.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* AUT	107	Advanced Engine Repair	4.0
* AUT	133	Electrical Fundamentals	3.0
* AUT	146	Emission Systems	3.0
* AUT	147	Fuel Systems	4.0
* AUT	152	Automatic Transmissions	4.0
* AUT	156	Automotive Diagnosis & Repair	4.0
* AUT	158	Automotive Diagnosis	3.0
* AUT	247	Electronic Fuel Systems	4.0
* AUT	252	Advanced Automatic Transmissions	4.0
COL	101	College Orientation	1.0
ELECTIVES		(minimum of 2) not fewer than 4 credit hours	4.0
		Subtotal	38.0
		Total Credit Hours	74.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Automotive Technology Degree (Day)

First Year

Fall	**Spring**	**Summer**
AUT 105	AUT 107	AUT 112
AUT 131	AUT 146	AUT 241
AUT 133	AUT 147	
COL 101	AUT 158	
ENG 155	ECO 101	
MAT 155 **OR**		
MAT 101		
ELECTIVE		

Second Year

Fall	**Spring**
AUT 115	AUT 156
AUT 121	AUT 247
AUT 152	AUT 252
PSY 105	HSS 205
ELECTIVE	

MAJOR: Automotive Mechanics (48.0 Credit Hours)
DIPLOMA: Industrial Technology

A. GENERAL EDUCATION			**CREDITS**
ECO	101	Basic Economics **OR**	
PSY	105	Personal/Interpersonal Psychology	3.0
ENG	155	Communications I	3.0
MAT	155	Contemporary Mathematics	3.0
		Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS

* AUT	105	Beginning Engine Repair	4.0
* AUT	112	Braking System	4.0
* AUT	115	Manual Drive Train/Axle	3.0
* AUT	121	Suspension and Steering	3.0
* AUT	131	Electrical Systems	3.0
		Subtotal 17.0	

C. OTHER HOURS REQUIRED FOR GRADUATION

* AUT	133	Electrical Fundamentals	3.0
* AUT	146	Emission Systems	3.0
* AUT	147	Fuel Systems	4.0
* AUT	152	Automatic Transmissions	4.0
* AUT	158	Automotive Diagnosis	3.0
* AUT	241	Automotive Air Conditioning	4.0
COL	101	College Orientation	1.0
		Subtotal	22.0
		Total Credit Hours	48.0

Suggested Plan of Study
Automotive Mechanics Diploma (Evening)

First Year

Fall	Spring	Summer
AUT 131	AUT 105	AUT 241
AUT 133	AUT 146	ENG 155
AUT 147	AUT 158	MAT 155
COL 101		

Second Year

Fall	Spring	Summer
AUT 112	AUT 115	ECO 101 OR
AUT 121	AUT 152	PSY 105

*Courses in this program requiring a minimum grade of "C."

CERTIFICATE: Engine and Engine Repair (8.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* AUT	105	Beginning Engine Repair	4.0
* AUT	107	Advanced Engine Repair	4.0
		Total Credit Hours	8.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Engine and Engine Repair Certificate (Day)

Fall	Spring
AUT 105	AUT 107

CERTIFICATE: Automotive Electrical and Air Conditioning (14.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
* AUT	131	Electrical Systems	3.0
* AUT	133	Electrical Fundamentals	3.0
* AUT	241	Automotive Air Conditioning	4.0
* AUT	247	Electronic Fuel Systems	4.0
		Total Credit Hours	14.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Automotive Electrical and Air Conditioning Certificate (Day)

Fall	Spring	Summer
AUT 131	AUT 247	AUT 241
AUT 133		

CERTIFICATE: Automotive Fuel Systems (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
*AUT	146	Emission Systems	3.0
*AUT	147	Fuel Systems	4.0
*AUT	158	Automotive Diagnosis	3.0
		Total Credit Hours	10.0

Suggested Plan of Study
Automotive Fuel Systems Certificate (Day)

Spring
AUT 146
AUT 147
AUT 158
*Courses in this program requiring a minimum grade of "C"

CERTIFICATE: Automotive Brakes, Steering and Suspension (11.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			CREDITS
* AUT	112	Braking System	4.0
* AUT	121	Suspension & Steering	3.0
* AUT	156	Automotive Diagnosis & Repair	4.0
		Total Credit Hours	11.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Automotive Brakes, Steering and Suspension Certificate (Day)

First Year
Summer
AUT 112

Second Year

Fall	Spring
AUT 121	AUT 156

CERTIFICATE: Automotive Power Trains (11.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
* AUT	115	Manual Drive Train/Axle	3.0
* AUT	152	Automatic Transmissions	4.0
* AUT	252	Advanced Automatic Transmissions	4.0
		Total Credit Hours	11.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Automotive Power Trains Certificate (Day)

Fall	Spring
AUT 115	AUT 252
AUT 152	

GENERAL TECHNOLOGY PROGRAM

This program is designed to provide students an opportunity to combine occupationally oriented courses and to develop curriculum plans that fit their individual employment objectives. For example, a student who wishes to acquire a general knowledge of maintenance mechanics with specific skills as an industrial electrician, may want to take both industrial mechanics and industrial electricity courses.

Upon enrolling in the General Technology program, students will meet with their assigned advisor to develop a curriculum plan which supports the students' employment objectives. The advisor will be the Department Manager or a designated instructor in the chosen field (technical specialty). A student's program must be approved by the Department Manager.

General education courses are required in all General Technology majors at the College. All general education courses shown in each major are minimum level courses. However, courses of a higher level of difficulty may be substituted for courses shown.

A student must complete all designed technical courses in one chosen program area to complete the technical specialty. This consists of a minimum of 28 semester credits in an approved degree, diploma or certificate program and an additional 12 semester credits in another technical specialty.

Additional courses from the single technical specialty selected and courses from occupational and other technical specialties may be chosen by the student to fulfill the cross-training requirements. Advisor approval is required.

INDUSTRIAL AND ENGINEERING TECHNOLOGIES

The Associate in Occupational Technology degree will be awarded with the major in General Technology.

The following programs are participating in general technology:

Air Conditioning/Refrigeration Mechanics	Machine Tool
Teleproduction Technology	Welding

Other programs may participate. Please see the IET Division Dean for more information.

MAJOR: General Technology (68.0 Credit Hours)
DEGREE: Associate in Occupational Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	101	Basic Economics	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	101	Beginning Algebra **OR**	
*	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0

*Courses in this program requiring a minimum grade of "C."

B. REQUIRED CORE SUBJECT AREAS
Consists of a minimum of 28 credit hours in an approved degree, diploma, or certificate program and an additional 12 credit hours in another technical specialty.

Subtotal 40.0

C. OTHER HOURS REQUIRED FOR GRADUATION

COL 101	College Orientation	1.0
ELECTIVES	(12 credit hours minimum)	12.0
	Subtotal	13.0
	Total Credit Hours	68.0

COMPUTER ENGINEERING TECHNOLOGY

The Computer Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The program provides a basic background of electronics and computer programming with practical applications for business and industry. Courses include analog and digital circuits, discrete and integrated circuits, data communications, operating systems, microprocessor interfacing, and computer programming.

Graduates of this program will begin as a computer technician and will install, maintain, test, troubleshoot, and repair computers and computer peripheral equipment used in business and industry.

The classrooms are designed for multimedia presentations and courses are offered during the day or evening, and in a hybrid format. The laboratories have modern test equipment and computer networks that provide hands-on experience with circuit analysis, computer simulation and microprocessor interfacing. Teamwork is emphasized in the laboratory assignments.

Students can take electives in computer networking, computer troubleshooting, or programming languages. Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

MAJOR: Computer Engineering Technology (68.0 Credit Hours)
DEGREE: Associate in Engineering Technology

				CREDITS
A.	**GENERAL EDUCATION**			
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0

				CREDITS
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Communications	3.0
	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
*	PHY	201	Physics I	4.0
			Subtotal	19.0

B. REQUIRED CORE SUBJECT AREAS

*	CPE	107	Computer Applications for Electronics	3.0
*	EET	111	DC Circuits	4.0
*	EET	141	Electronic Circuits	4.0
*	EET	145	Digital Circuits	4.0
			Subtotal	15.0

C. OTHER HOURS REQUIRED FOR GRADUATION

	COL	101	College Orientation	1.0
	CPE	110	Computer Language	3.0
	CPE	207	Microputer Architecture	4.0
	CPE	224	System Troubleshooting	3.0
*	EET	112	AC Circuits	4.0
	EET	243	Data Communications	3.0
*	EET	272	Electronics Senior Seminar	1.0
*	EET	273	Electronics Senior Project	1.0
*	MAT	111	College Trigonometry	3.0
	MAT	130	Elementary Calculus	3.0

Approved Electives--choose from listing (8.0 credit hours minimum)

Emphasis:	Choose from:	
Programming		
C++/VB	CPT 168, CPT 232, CPT 212	
JAVA/Object Oriented	ECE 240, ECE 245, EGR 281, EGR 283	
CISCO	IST 201, IST 202, IST 203, IST 204	
Networking	CPE 220, EET 142, IST 188	
WebPage Design	CPT 162, CPT 163, CPT 164, IST 226	8.0
	Subtotal	34.0
	Total Credit Hours	68.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study
Computer Engineering Technology Degree (Day)

Computer Engineering Technology graduates may continue study for two more years at a senior institution offering a Bachelor of Engineering Technology (BET) degree.

First Year

Fall	**Spring**
COL 101	ECO 101 **OR**
CPE 107	PSY 105
EET 111	EET 112
EET 145	EET 141
ENG 101	MAT 111
MAT 110	PHY 201

Second Year

Fall	**Spring**
CPE 207	CPE 224
CPE 110	EET 243
ENG 160	EET 272
MAT 130	EET 273
Approved Electives	HSS 205
	Approved Electives

Suggested Plan of Study
Computer Engineering Technology Degree (Evening)

First Year

Fall	Spring	Summer
COL 101	EET 112	ENG 101
CPE 107	EET 141	HSS 205
EET 111	MAT 111	
MAT 110		

Second Year

Fall	Spring	Summer
CPE 207	CPE 110	CPE 224
EET 145	EET 243	ECO 101 **OR**
MAT 130	PHY 201	PSY 105

Third Year

Fall	Spring
ENG 160	EET 272
Approved Electives	EET 273

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The program provides a basic background of electronics with practical applications for business and industry. Courses include analog and digital circuits, discrete and integrated circuits, transducers and sensors, fractional-horsepower motors, and microprocessor interfacing programming. Students can choose electives from industrial, telecommunications, audio/video/broadband, or biomedical.

Graduates of this program will begin as an electronic technician and will install, maintain, test, troubleshoot, repair, and calibrate electronic equipment. This equipment may include consumer, business, or industrial machines that contain electronics or microprocessors.

The classrooms are designed for multimedia presentations and courses are offered during the day or evening, and in a hybrid format. The laboratories have modern test equipment and computer networks that provide hands-on experience with circuit analysis, computer simulation and microprocessor interfacing. Teamwork is emphasized in the laboratory assignments.

Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

MAJOR: Electronics Engineering Technology (68.0 Credit Hours)
DEGREE: Associate in Engineering Technology

	A. GENERAL EDUCATION			**CREDITS**
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Communications	3.0
	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
*	PHY	201	Physics I	4.0
			Subtotal	19.0

B. REQUIRED CORE SUBJECT AREAS				CREDITS
*	CPE	107	Computer Applications for Electronics	3.0
*	EET	111	DC Circuits	4.0
*	EET	141	Electronic Circuits	4.0
*	EET	145	Digital Circuits	4.0
			Subtotal	15.0

C. OTHER HOURS REQUIRED FOR GRADUATION				
	COL	101	College Orientation	1.0
	CPE	207	Micomputer Architecture	4.0
*	EET	112	AC Circuits	4.0
	EET	231	Industrial Electronics	4.0
	EET	261	Electronic Troubleshooting	2.0
*	EET	272	Electronics Senior Seminar	1.0
*	EET	273	Electronics Senior Project	1.0
	MAT	111	College Trigonometry	3.0
	MAT	130	Elementary Calculus	3.0

Approved Electives--choose from listing (11.0 credit hours minimum)

Emphasis:	Choose from:
Industrial	EET 227, EET 235
Telecommunications	TEL 110, TEL 201, TEL 220, TEL 240
Audio/Video/Broadband	EET 221, EET 241, EET 242
Biomedical	BMT 233, CHM 101

	11.0
Subtotal	34.0
Total Credit Hours	68.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study
Electronics Engineering Technology Degree (Day)

Electronics Engineering Technology graduates may continue study for two more years at a senior institution offering a Bachelor of Engineering Technology (BET) degree.

First Year

Fall	Spring
COL 101	ECO 101 **OR**
CPE 107	PSY 105
EET 111	EET 112
EET 145	EET 141
ENG 101	MAT 111
MAT 110	PHY 201

Second Year

Fall	Spring
CPE 207	EET 261
EET 231	EET 272
ENG 160	EET 273
MAT 130	HSS 205
Approved Electives	Approved Electives

Suggested Plan of Study
Electronics Engineering Technology Degree (Evening)

First Year

Fall	Spring	Summer
COL 101	EET 112	ENG 101
CPE 107	EET 141	HSS 205
EET 111	MAT 111	
MAT 110		

Second Year

Fall	Spring	Summer
CPE 207	EET 231	ECO 101 OR
EET 145	PHY 201	PSY 105
MAT 130	Approved Electives	EET 261

Third Year

Fall	Spring
ENG 160	EET 272
Approved Electives	EET 273

BIOMEDICAL EQUIPMENT TECHNOLOGY

The Biomedical Equipment Technology Certificate Program is designed to prepare students to troubleshoot, repair, and calibrate medical equipment. Upon successful completion of this program, the student, under the direction of a qualified Biomedical Equipment Technician, is qualified to calibrate, troubleshoot and repair the following equipment: defibrillators, bloodwarmers, electrosurgical units, cardiovascular monitoring systems, blood pressure machines, feeding pumps, temperature probes, oxygen analyzers, X-ray equipment (limited), and infusion pumps.

Included in the program is instruction on hospital procedures, biomedical responsibilities, human physiology, safety, and respirator functions, in addition to general chemistry. This program includes classroom, campus lab, and clinical experiences in hospitals or other medical equipment suppliers. Approximately 100 hours of internship are required of students entering this program.

Admission to the Biomedical Equipment Technology Certificate Program requires completion of the Associate Degree in Electronics Engineering Technology with a GPA of 3.0 and recommendation by at least one faculty member.

CERTIFICATE: Biomedical Equipment Technology (9.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* BMT 233 Medical Equipment and Repair	3.0
* CHM 105 General, Organic and Biochemistry	4.0
Guided Elective (Two credits minimum chosen from the following)	2.0
* AHS 101 Intro to Health Professions (2.0)	
* AHS 102 Medical Terminology (3.0)	
* BIO 101 Biological Science I (4.0)	
* BIO 112 Basic Anatomy and Physiology (4.0)	
* EET 261 Electronic Troubleshooting (2.0)	
Total Credit Hours	9.0

*Courses in this program requiring a minimum grade of "C."

Suggested Plan of Study
Biomedical Equipment Technology Certificate (Day)

Fall	Spring	Summer
CHM 105	Guided Elective	BMT 233

BASIC TELECOMMUNICATIONS

The Basic Telecommunications Certificate Program provides entry-level telecommunications skills such as an overview of the plain-old-telephone system, basic cable (copper and fiber) connections, basic troubleshooting skills (use of digital multimeter), telephone networks and principles and MS-Office skills. This program will target those people with little or no background in electronics who anticipate working in the telecommunications industry as equipment installers.

CERTIFICATE: Basic Telecommunications (11.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS				CREDITS
*	CPE	107	Computer Applications for Electronics	3.0
*	TEL	101	Fundamentals of Telecommunications	2.0
*	TEL	103	Telecommunications Cables and Connectors	1.0
*	TEL	104	Fiber Optic Communications	1.0
*	TEL	105	Telecommunications Principles	4.0
			Total Credit Hours	11.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study

Basic Telecommunications Certificate (Day and Evening)
Fall
CPE 107
TEL 101
TEL 103
TEL 104
TEL 105

ADVANCED TELECOMMUNICATIONS

The Advanced Telecommunications Certificate Program is designed to meet the need for electronics technicians with specific knowledge of the telecommunications industry. New communications technologies have caused growth in the telecommunications industry. This growth has created a demand for technicians with specialized training in this field. Upon completion of this program, a student would have a basic understanding of wireless communications, fiber optics, the local loop, and wide area networks.
Admission to the Advanced Telecommunications Certificate Program requires the completion of the Associate Degree in Electronics Engineering Technology or an equivalent program with a GPA of 2.5, or appropriate work experience.

CERTIFICATE: Advanced Telecommunications (10.0 Credit Hours)

A. REQUIRED CORE SUBJECT AREAS			
TEL	110	Telecommunications Network Planning	3.0
TEL	201	Transmission Design Fundamentals	3.0
TEL	220	Wireless Communications Overview	2.0
TEL	240	Fiber Optics Theory	2.0
		Total Credit Hours	10.0

Suggested Plan of Study
Advanced Telecommunications Certificate (Evening)

Fall	Spring
TEL 110	TEL 201
TEL 220	TEL 240

ENGINEERING GRAPHICS TECHNOLOGY

This program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The curriculum is designed to prepare the student for a position that is intermediate between a drafter and an engineer. Many jobs in industry require design skills beyond drafting. The drafter-designer is most often employed in an engineering office, in the building construction industry, or in the manufacturing industry. They utilize drafting skills with knowledge of material behavior to accomplish valid designs using the latest computer-aided design software.

Areas of specialization include architectural, civil, mechanical, structural, electrical and piping.

MAJOR: Engineering Graphics Technology (71.0 Credit Hours)
DEGREE: Associate in Engineering Technology

				CREDITS
A. GENERAL EDUCATION				
	ECO	101	Basic Economics **OR**	
	PSY	105	Personal/Interpersonal Psychology	3.0
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Communications	3.0
	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
	MAT	111	College Trigonometry	3.0
	MAT	120	Probability and Statistics	3.0
*	PHY	201	Physics I	4.0
			Subtotal	25.0
B. REQUIRED CORE SUBJECT AREAS				
	CPT	114	Computers and Programming	3.0
	EGR	170	Engineering Materials	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGR	190	Statics	3.0
*	EGT	110	Engineering Graphics I	4.0
			Subtotal	16.0
C. OTHER HOURS REQUIRED FOR GRADUATION				
*	CHM	101	General Chemistry I	4.0
	COL	101	College Orientation	1.0
	EGT	105	Basic Civil Drafting	2.0
	EGT	115	Engineering Graphics II	4.0
	EGT	210	Engineering Graphics III	4.0
	EGT	225	Architectural Drawing Applications	4.0
	EGT	252	Advanced CAD	3.0
	MET	211	Strength of Materials	4.0
	Approved Electives--choose from listing (4.0 credit hours minimum): EGR 260, EGR 264, EGR 266, MET 214, MET 219, MET 231, MET 235			4.0
			Subtotal	30.0
			Total Credit Hours	71.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study
Engineering Graphics Technology Degree (Day)

First Year

Fall	**Spring**
COL 101	EGR 175
CPT 114	EGT 115
EGR 170	ENG 101
EGT 110	MAT 111
HSS 205	PHY 201
MAT 110	

Second Year

Fall	**Spring**
EGR 190	CHM 101
EGT 210	ECO 101**OR**
EGT 252	PSY 105
ENG 160	EGT 105
MAT 120	EGT 225
	MET 211
	Approved Electives

Suggested Plan of Study
Engineering Graphics Technology Degree (Evening)

First Year

Fall	**Spring**	**Summer**
COL 101	MAT 111	CPT 114
EGT 110	PHY 201	ENG 101
MAT 110		

Second Year

Fall	**Spring**	**Summer**
CHM 101	EGT 115	ECO 101 **OR**
EGR 190	MET 211	PSY 105

Third Year

Fall	**Spring**	**Summer**
EGT 105	EGR 175	HSS 205
EGT 210	EGT 252	Approved Elective

Fourth Year

Fall	**Spring**	**Summer**
EGR 170	ENG 160	EGT 225
MAT 120	Approved Elective	

MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). It gives students skills that can be applied to the creation and utilization of mechanical power. The program's graduates can provide technical support and planning in a range of areas: machine design, plant engineering, testing, research, quality, instrumentation, production, sales, and safety.

The curriculum has been broadly designed so that regardless of the type of industry they enter, graduates will be able to apply their entry level skills to their job and understand how it fits in the overall operation. Practical applications and analytical skills are stressed.

MAJOR: Mechanical Engineering Technology (69.0 Credit Hours)
DEGREE: Associate in Engineering Technology

A. GENERAL EDUCATION			**CREDITS**
ECO	101	Basic Economics **OR**	
PSY	105	Personal/Interpersonal Psychology	3.0
* ENG	101	English Composition I	3.0
ENG	160	Technical Communications	3.0
HSS	205	Technology and Society	3.0
* MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
* PHY	201	Physics I	4.0
		Subtotal	22.0

B. REQUIRED CORE SUBJECT AREAS			
CPT	114	Computers and Programming	3.0
EGR	170	Engineering Materials	3.0
* EGR	175	Manufacturing Processes	3.0
* EGT	110	Engineering Graphics I	4.0
MET	211	Strength of Materials	4.0
		Subtotal	17.0

C. OTHER HOURS REQUIRED FOR GRADUATION			CREDITS
* CHM	101	General Chemistry I	4.0
COL	101	College Orientation	1.0
* EGR	190	Statics	3.0
EGT	115	Engineering Graphics II	4.0
MAT	120	Probability and Statistics	3.0
MET	214	Fluid Mechanics	3.0
MET	222	Thermodynamics	4.0
MET	231	Machine Design	4.0
Approved Electives--choose from listing (4.0 credit hours minimum): EGR 260, EGR 264, EGR 266, EGT 105, EGT 210, EGT 225, EGT 252, MET 219, MET 235			4.0
		Subtotal	30.0
		Total Credit Hours	69.0

*Courses in this program which require a minimum grade of "C."

Suggested Plan of Study
Mechanical Engineering Technology Degree (Day)

First Year

Fall	**Spring**
COL 101	EGR 175
CPT 114	EGT 115
EGR 170	ENG 101
EGT 110	MAT 111
HSS 205	PHY 201
MAT 110	

Second Year

Fall	**Spring**
CHM 101	ECO 101 **OR**
EGR 190	PSY 105
ENG 160	MET 211
MAT 120	MET 222
MET 214	MET 231
Approved Elective	Approved Elective

Suggested Plan of Study
Mechanical Engineering Technology Degree (Evening)

First Year

Fall	**Spring**	**Summer**
COL 101	MAT 111	CPT 114
EGT 110	PHY 201	ENG 101
MAT 110		

Second Year

Fall	**Spring**	**Summer**
CHM 101	EGT 115	ECO 101 **OR**
EGR 190	MET 211	PSY 105

Third Year

Fall	**Spring**	**Summer**
MET 214	EGR 175	HSS 205
Approved Elective	MET 222	Approved Elective

Fourth Year

Fall	**Spring**
EGR 170	ENG 160
MAT 120	MET 231

ENGINEERING TRANSFER

Engineering Transfer is offered during the day at York Technical College, provides the student with the first two years of study in electrical engineering, computer engineering, mechanical engineering, computer science, and computer information systems that leads to the Bachelor of Science Degree. The student may transfer these courses to the University of South Carolina, Clemson University, or the University of North Carolina at Charlotte (the student should refer to the student handbook prepared by the selected senior institution on transferring credits). This program may be adapted to fulfill the requirements for the first two years leading to engineering programs other than those listed above. This program will not complete all requirements for the Associate in Science Degree. The student may take additional courses to obtain an Associate in Science Degree, although this degree is not required for transfer to the University of South Carolina, Clemson University, or the University of North Carolina at Charlotte. A student planning to enter this program should meet with an Engineering Transfer advisor to plan the appropriate course work at York Technical College. A minimum grade of "C" is required in all courses. Senior institutions require a GPA of 3.0 in order to transfer credits into the engineering programs.

Suggested Plan of Study, Engineering Transfer

Electrical Engineering

First Year

Fall	**Spring**
CHM 110	ECE 102
ECE 101	ENG 102
ENG 101	EGR 281
MAT 140	MAT 141
ELECTIVE	PHY 221

Second Year

Fall	**Spring**
ECE 211	ECE 205
ECE 221	ECE 212
EGR 283	ECE 222
MAT 240	MAT 242
PHY 222	ELECTIVE

Computer Engineering

First Year

Fall	**Spring**
CHM 110	ECE 102
EGR 281	EGR 283
ENG 101	ENG 102
MAT 140	MAT 141
	ELECTIVE

Second Year

Fall	**Spring**
ECE 211	ECE 212
ECE 221	ECE 245
ECE 240	MAT 242
MAT 240	PHY 222
PHY 221	

Mechanical Engineering

First Year

Fall	**Spring**
CHM 110	CHM 111
EGR 270	EGR 275
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	PHY 221

Second Year

Fall	**Spring**
ECE 221	EGR 264
ECO 210	EGR 266
EGR 260	MAT 242
MAT 240	ELECTIVE
PHY 222	

Computer Science

First Year

Fall	**Spring**
EGR 281	EGR 283
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	ELECTIVE
ELECTIVE	

Second Year

Fall	**Spring**
ECE 211	BIO 101 OR
ECE 240	CHM 110
MAT 240	ECE 212
SPC 205	ECE 241
ELECTIVE	ELECTIVE

Computer Information Systems

First Year

Fall	**Spring**
EGR 281	EGR 283
ENG 101	ENG 102
MAT 140	MAT 141
ELECTIVE	ELECTIVE
ELECTIVE	

Second Year

Fall	**Spring**
ECE 211	ACC 101
ECE 240	BIO 101 OR
ECO 210	CHM 110
ELECTIVE	ECE 212
ELECTIVE	ECE 241
	SPC 205

INSTRUCTIONAL SERVICES

THE CONTINUING EDUCATION PROGRAM

General Information

The Continuing Education Division of York Technical College offers courses designed to provide learning experiences for people seeking a new occupation or wanting to upgrade their current occupation skills. Courses are offered in formats varying from classroom to online and can be offered at the Rock Hill campus or our satellite centers in Kershaw and Chester. Many of our courses are approved through state agencies such as DHEC. Announcements of course offerings are published in Short Course schedules, brochures, and local newspapers. People who have an interest in a particular subject area should contact the College to request a course. All course requests must be consistent with the mission of the College. Generally, if a sufficient number of people express an interest in a course, the course will be developed and scheduled. Programs for industrial customers can be developed and taught either at the College or on the company site. A wide variety of technical and management skill courses (some of which lead to certification in a variety of job specific skills) can be developed to meet the company needs. For a list of programs and courses offered visit us online at www.yorktech.com/continuinged.asp or please call (803) 325-2888.

Registration

Registration for Continuing Education classes may be made in person, by telephone, by fax at (803) 981-7327, online with a credit card at www.yorktech.com using Campus Cruiser, or by mail. Tuition may be paid by cash, check, MasterCard, Visa, Discover or American Express cards. Registration and pre-payment are required before classes begin.

Fees

Students are charged per course as noted on the Continuing Education schedule. In some courses, tuition fees do not include cost of textbooks or other supplies.

Refunds

Withdrawals received for a course **three working days prior to the first class** will receive a full refund less a $10.00 processing fee. No refunds will be given under the three working day limit or to anyone who has attended any portion of the course or seminar.

C.E.U. Credit

All students who take occupational upgrading courses receive Continuing Education Units for their work. The Continuing Education Unit is defined as one CEU for each ten contact hours of satisfactory completion of a course. The CEU makes it possible for the College to have a complete and up-to-date record-keeping system on students who are taking courses for non-academic credit. All students who successfully complete skills-building programs receive a certificate of completion.

Seminars, Special Projects, and Computer Courses

Continuing Education seminars and workshops are offered throughout the year in all areas of study on the campus. Specialized seminars may be designed to meet the specific needs of individual groups or companies. The Continuing Education Division offers a comprehensive schedule of computer education courses. These courses range in length from a few hours to several days and are designed to provide maximum educational opportunities at a reasonable cost. The continuing education program maintains a high level of academic flexibility in adjusting course content to meet individual or group needs. A variety of courses is now available using an on-line interactive format and the convenience of your home or office Internet connection.

DISTANCE LEARNING OPPORTUNITIES

Distance learning classes are the same as classes taught on the main campus except for the method by which they are delivered. Specific classes are listed in the Student Schedule Booklet. Admission, registration, and tuition are the same for classes on the main campus. Call the Distance Learning Office at 981-7044 or 1-800-922-TECH, or send e-mail to mcbride@yorktech.com for more information.

TELECLASSES

Teleclasses are live audio/video interactive classes that are delivered from York Technical College's main campus to other sites. York Technical College may also receive classes from other sites. Students at the main campus interact with students at the distance learning sites.

TELECOURSES

If you are a self-motivated, self-directed, and independent learner, you may enjoy a telecourse. York Technical College is trying to meet the needs of students who are time-bound, place-bound, or just need some flexibility in their schedule by offering telecourses. Some telecourses combine pre-packaged videotaped instruction, textbook, study guides, and instructor support. Textbook-based courses do not have a video component.

ONLINE COURSES

Online courses are taught on the Internet, and it is recommended that students have a computer manufactured no earlier than 2002 with a Windows XP operating system. Students also must have access to the Internet - preferably with a DSL or cable modem or access to the campus open computer labs. Some basic Internet skills are necessary to be successful in online courses. Please contact the Distance Learning Office at (803) 981-7044, or check the Distance Learning web page at http://www.yorktech.com/edutech/index.asp for information on the courses that are available.

SOUTH CAROLINA TECHNICAL COLLEGES ONLINE

The SC TechOnline is a consortium of the 16 technical colleges designed to provide access to the online educational resources of the S.C. Technical College System. Students must be admitted to the other technical college and then transfer credits to York Technical College. Information can be found at the SC TechOnline link on the Distance Learning home page listed above.

WORK-BASED LEARNING

Work-based Learning (WBL) integrates classroom study with hands-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment. There are three types of WBL programs offered at the College: cooperative work experience, internship, and apprenticeship. Call (803) 981-7244 or send an email to segal@yorktech.com for more information.

EXCELS

EXCELS (EXcellence through College Enrollment for LearnerS) is a program that provides opportunities for high school juniors and seniors to earn dual credit for high school and college-level courses while still enrolled in high school. Typically, advanced high school courses and entry-level college courses can be coordinated as EXCELS courses. High school students who complete EXCELS courses will receive a college transcript, and many courses will transfer to other two-year and four-year institutions in South Carolina.

CLEMSON/USC/ETV COURSE OFFERINGS

In cooperation with Clemson University, the University of South Carolina/Columbia, The University of South Carolina Upstate, and the South Carolina Educational Television Network, York Technical College provides facilities and schedules to accommodate the educational needs of adult learners who are also busy professionals. Our College serves as a closed-circuit viewing site in the community for students who are admitted to and enrolled in courses offered via television or videocassette tape.

A wide variety of courses is available to working professionals (e.g., engineers, teachers, librarians, social workers, nurses) with interest in continuing education or fulfilling undergraduate or graduate degree requirements. Individuals may write to Clemson University or the University of South Carolina for specific information about available classes.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

York Technical College is a progressive institution and, as such, even many "traditional" courses use various aspects of computer technology. Students should expect to use computer competencies such as the Internet, email, electronic library databases, WebCT, Campus Cruiser, and various software packages. The specific expectations for individual courses are detailed in the course materials from the instructor. The course descriptions listed on the following pages are general descriptions of course content.

As you consider the courses to select, please keep in mind that *appropriate placement test scores are required for math, reading, and English courses* and that some departments require a minimum grade to enter the next course level. Students may take higher level courses than required in their program of study as long as all course pre-requisites are met.

ENG 031, MAT 031, MAT 032, MAT 011, MAT 012, RDG 031 , and ESL 031 are developmental courses and do not count for credit in any program. ACC 100, ENG 100, MAT 150, and RDG 100 are pre-requisite courses leading to competencies needed for higher level courses. These courses WILL NOT fulfill credit requirements for the general education or elective credit in associate degree programs or for LIFE Scholarships. All elective credits in associate degree programs must be chosen from courses which are at or above the entry level required by the program. Therefore, it is important for the student to see an advisor each semester to assist in selecting appropriate courses so that the student can make progress toward the program goal.

Exemption tests are available for a number of courses. Contact Student Services for more information about exemption routes to consider.

ACC 100 BASIC ACCOUNTING (NON-DEGREE CREDIT) 3.0 CR
This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, and trial balances.

ACC 101 ACCOUNTING PRINCIPLES I 3.0 CR
This course introduces basic accounting procedures for analyzing, recognizing, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. (Prerequisites: Exemption or completion of ACC 100—Minimum grade of "C" and RDG 100 or equivalent)

ACC 102 ACCOUNTING PRINCIPLES II 3.0 CR
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. (Prerequisite: ACC 101—Minimum grade of "C")

ACC 120 FEDERAL INCOME TAX 3.0 CR
This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation

ACC 124 INDIVIDUAL TAX PROCEDURES 3.0 CR
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 130 STATE TAX PROCEDURES 1.0 CR
This course is a study of the basic state tax procedures pertaining to individuals and business.

ACC 150 PAYROLL ACCOUNTING 3.0 CR
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records. (Prerequisite: ACC 100 or ACC 101—Minimum grade of "C")

ACC 201 INTERMEDIATE ACCOUNTING I 3.0 CR
Explores fundamental processes of accounting theory, including the preparation of financial statements. (Prerequisite: ACC 102—Minimum grade of "C")

ACC 202 INTERMEDIATE ACCOUNTING II 3.0 CR
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. (Prerequisite: ACC 201—Minimum grade of "C")

ACC 230 COST ACCOUNTING I 3.0 CR
This course is a study of the accounting principles involved in job order cost systems. (Prerequisite: ACC 102—Minimum grade of "C")

ACC 231 COST ACCOUNTING II 3.0 CR
This course is a study of the accounting principles involving processing and standard cost systems. (Prerequisite: ACC 230—Minimum grade of "C")

ACC 240 COMPUTERIZED ACCOUNTING 3.0 CR
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. (Corequisite: ACC 101)

ACC 241 COMPUTERIZED PATIENT BILLING 1.0 CR
This course provides practical applications of complete patient billing and insurance procedures for the medical office.

ACC 242 SMALL BUSINESS SOFTWARE 1.0 CR
This course includes the use of current integrated software suitable for small business operations.

ACC 243 COMPUTERIZED SPREADSHEETS 1.0 CR
This course introduces the use of spreadsheets involving accounting problems. The software used is EXCEL.

ACC 245 ACCOUNTING APPLICATIONS 3.0 CR
This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. (Corequisite: ACC 102)

ACC 260 AUDITING 3.0 CR
This course is a study of the procedures for conducting audits and investigations of various enterprises.

ACR 102 TOOLS AND SERVICE TECHNIQUES 3.0 CR
This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment. (Prerequisite: RDG 031 or equivalent)

ACR 108 REFRIGERATION FUNDAMENTALS 3.0 CR
This course is an introduction to the principles of refrigeration. (Prerequisite: RDG 031 or equivalent)

ACR 110 HEATING FUNDAMENTALS 4.0 CR
This course covers the basic concepts of oil, gas, and electric heat, their components and operation. (Prerequisite: RDG 031 or equivalent)

ACR 120 BASIC AIR CONDITIONING 4.0 CR
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit. (Prerequisite: ACR 108 or equivalent)

ACR 150 BASIC SHEETMETAL 2.0 CR
This course covers the tools and procedures required in the fabrication of duct work. (Prerequisite: RDG 031 or equivalent)

ACR 210 HEAT PUMPS 4.0 CR
This course is a study of theory and operational principles of the heat pump. (Prerequisite or corequisite: ACR 120)

COURSE DESCRIPTIONS

ACR 220 ADVANCED AIR CONDITIONING 4.0 CR
This course is an advanced study of air conditioning systems. (Prerequisite: ACR 120)

ACR 221 RESIDENTIAL LOAD CALCULATIONS 2.0 CR
This course is a study of heat losses/gains in residential structures. (Prerequisite: RDG 031 or equivalent)

ACR 224 CODES AND ORDINANCES 2.0 CR
This course covers instruction on how to reference appropriate building codes and ordinances and where they apply to installation of heating and air conditioning equipment. (Prerequisite: RDG 031 or equivalent)

AHS 101 INTRODUCTION TO HEALTH PROFESSIONS 2.0 CR
This course provides a study of the health professions and the health care industry.

AHS 102 MEDICAL TERMINOLOGY 3.0 CR
Designed to introduce the student to medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. (Prerequisite: RDG 031, ENG 031)

AHS 108 NUTRITION 3.0 CR
This course is a study of nutrition and diet therapy as related to health care.

AHS 113 HEAD AND NECK ANATOMY 1.0 CR
This course provides a detailed study of the structure of the head and neck with a specific emphasis on structure as it pertains to the student of dental science. (Prerequisites: DHG 154, DHG 125, DHG 115; Corequisites: DHG 165, DHG- 121)

AHS 116 PATIENT CARE RELATIONS 3.0 CR
This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

AHS 120 RESPONDING TO EMERGENCIES 2.0 CR
A study of emergency care procedures utilizing first aid and CPR principles.

AHS 121 PHARMACOLOGY 2.0 CR
Covers the nature of drugs, their action(s) in the body and their side effects. (Prerequisite: RDG 101 or equivalent)

AHS 125 ALLIED HEALTH SCIENCES 4.0 CR
This course includes a study of basic integrated sciences for health care professionals. (Prerequisite: Required placement test scores in English and Reading)

AHS 144 PHLEBOTOMY PRACTICUM 5.0 CR
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physicians' offices.

AUT 105 BEGINNING ENGINE REPAIR 4.0 CR
This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning.

AUT 107 ADVANCED ENGINE REPAIR 4.0 CR
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures. (Prerequisite: AUT 105)

AUT 112 BRAKING SYSTEMS 4.0 CR
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 115 MANUAL DRIVE TRAIN/AXLE 3.0 CR
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle setup.

AUT 121 SUSPENSION AND STEERING 3.0 CR
This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints, and related parts. (Prerequisite: RDG 031 or equivalent)

AUT 131 ELECTRICAL SYSTEMS 3.0 CR
This course is a study of the individual systems and components that, when combined, form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics. (Prerequisites: AUT 133 and RDG 031 or equivalent)

AUT 133 ELECTRICAL FUNDAMENTALS 3.0 CR
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.

AUT 145 ENGINE PERFORMANCE 3.0 CR
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

AUT 146 EMISSION SYSTEMS 3.0 CR
This course is a study of the various emission systems currently in use with emphasis placed on the importance of proper system operations, the effects of improper operation on engine performance, and diagnostic equipment.

AUT 147 FUEL SYSTEMS 4.0 CR
This course is a study in basic fuel delivery systems, including types of fuel, fuel pumps, principles of carburetion, computer-controlled carburetor operation and service, and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

AUT 152 AUTOMATIC TRANSMISSION 4.0 CR
A basic study of power flow and hydraulics, including torque converter operation.

AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR 4.0 CR
This is a basic course for general diagnostic procedures and minor repairs.

AUT 158 AUTOMOTIVE DIAGNOSIS 4.0 CR
This course is a study of basic diagnostic procedures and the use of standard shop test equipment.

AUT 241 AUTOMOTIVE AIR CONDITIONING 4.0 CR
A study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

AUT 247 ELECTRONIC FUEL SYSTEMS 4.0 CR
This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery. (Prerequisite: AUT 146)

AUT 252 ADVANCED AUTOMATIC TRANSMISSION 4.0 CR
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter, clutch and clutch controls. (Prerequisite: AUT 152)

BAF 101 PERSONAL FINANCE 3.0 CR
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

BAF 201 PRINCIPLES OF FINANCE 3.0 CR
This is an introductory course to the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector. (Prerequisites: ACC 101 and MAT 101)

COURSE DESCRIPTIONS

BCT 105 TOOL USAGE AND SAFETY 2.0 CR
This course covers tool skills and their safe use in construction. (Prerequisite: RDG 031 or equivalent)

BCT 112 CONSTRUCTION PRINT READING 2.0 CR
This course is a study of residential and light commercial prints. (Prerequisite: RDG 031 or equivalent)

BCT 141 FIXTURES AND INSTALLATION 3.0 CR
This course is a study and application of planning and installing electrical fixtures and devices. (Prerequisites: RDG 031 or equivalent and BCT 105, BCT 112, EEM 105, and EEM 141)

BIO 101 BIOLOGICAL SCIENCE I 4.0 CR
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. It is recommended that students with no chemistry background take CHM 101 before taking BIO 101.

BIO 102 BIOLOGICAL SCIENCE II 4.0 CR
This is a continuation of introductory biology which include classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

BIO 112 BASIC ANATOMY AND PHYSIOLOGY 4.0 CR
A basic integrated study of the structure and function of the human body.

BIO 134 FUNDAMENTAL MICRO CONCEPTS 2.0 CR
A study of the basic fundamental concepts of microbial physiology, human microbial interactions, major systemic diseases, and disease control measures.

BIO 205 ECOLOGY 3.0 CR
This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

BIO 206 ECOLOGY LAB 1.0 CR
This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact.

BIO 210 ANATOMY AND PHYSIOLOGY I 4.0 CR
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: RDG 100 or equivalent) It is recommended that students with no chemistry background take CHM 101 before taking BIO 210.

BIO 211 ANATOMY AND PHYSIOLOGY II 4.0 CR
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: BIO 210)

BIO 225 MICROBIOLOGY 4.0 CR
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. (Prerequisite: BIO 101 or BIO 211)

BMT 233 MEDICAL EQUIPMENT AND REPAIR 3.0 CR
This course covers the application of the performance analyzer, tester and simulator for troubleshooting and calibration of medical equipment. (Registration by department permission only)

BUS 101 INTRODUCTION TO BUSINESS 3.0 CR
A study of the nature of business activity in relation to the economic society, including how a

business is owned, organized, managed, and controlled.

BUS 121 BUSINESS LAW I 3.0 CR
A study of legal procedures, law and society classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 123 BUSINESS LAW II 3.0 CR
This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies. (Prerequisite: BUS 121)

BUS 128 EMPLOYMENT LAW 3.0 CR
This covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

BUS 135 WAGE AND SALARY ADMINISTRATION 3.0 CR
This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

BUS 136 COMPENSATION AND BENEFITS 3.0 CR
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

BUS 145 CALCULATOR APPLICATIONS 3.0 CR
This course is a study of the use of various types of electronic calculators and functions to help solve simple and complex business problems (Prerequisite: MAT 150).

BUS 210 INTRODUCTION TO E-COMMERCE IN BUSINESS 3.0 CR
This course is the study of electronic commerce and the operations and applications from the business perspective, emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

CGC 105 BASIC PHOTOGRAPHY 3.0 CR
Covers the fundamentals of the photographic process, including principles of picture composition, camera operation, and some darkroom techniques. (Corequisites: RTV 105 and RTV 101)

CGC 213 AUDIO-VISUAL TECHNIQUES 3.0 CR
This course is an introductory to audio-visual techniques and operations. (Prerequisites: CGC 105 and RTV 101—Minimum grade of "C") (Corequisites: RTV 103 and RTV 110)

CHM 101 GENERAL CHEMISTRY I 4.0 CR
This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria. It is recommended that students take MAT 101 or MAT 155 before taking CHM 101.

CHM 105 GENERAL, ORGANIC AND BIOCHEMISTRY 4.0 CR
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. It is recommended that students with no chemistry background take CHM 101 before taking CHM 105.

CHM 110 COLLEGE CHEMISTRY I 4.0 CR
First course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. (Corequisite: MAT 110)

CHM 111 COLLEGE CHEMISTRY II 4.0 CR
(For students continuing in chemistry) This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. (Prerequisites: CHM 110 and MAT 110)

CHM 220 ANALYTICAL CHEMISTRY I 5.0 CR
This is the first course in a sequence that describes quantitative chemistry. Topics include gravimetric, volumetric, spectrophotometric, and electrochemical analysis. Emphasis is on laboratory techniques. (Prerequisites: CHM 110 & MAT 110)

CHM 225 MODERN CHEMICAL ANALYSIS 4.0 CR
This course is a study of chemical analysis and includes traditional and modern instrumental techniques employed in industrial, physical science and life science laboratories. (Prerequisites: CHM 110 & MAT 110)

CIM 241 AUTOMATED MANUFACTURING EQUIPMENT 3.0 CR
This course is an introduction to the basic operation of equipment that is used for automation. (Prerequisite: EEM 145)

COL 101 COLLEGE ORIENTATION 1.0 CR
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 103 COLLEGE SKILLS 3.0 CR
This course provides a more in depth look at selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

CPE 107 COMPUTER APPLICATIONS FOR ELECTRONICS 3.0 CR
This course covers the computer and its operation, hardware system, operating system, and applications programs. (Prerequisite: RDG 100 or equivalent)

CPE 110 COMPUTER LANGUAGE 3.0 CR
This course covers a high-level computer language, programming concepts, and applications. (Prerequisite: CPE 107)

CPE 207 MICROCOMPUTER ARCHITECTURE 4.0 CR
This course covers microcomputer architecture and organization and an analysis of the operation of the hardware and software components of one or more microcomputer systems. (Prerequisites: CPE 107 and EET 141) (Corequisite: EET 145)

CPE 220 COMPUTER OPERATING SYSTEMS 3.0 CR
This course covers the operation of the operating system and its use in analyzing a computer system. (Prerequisite: CPE 107)

CPE 224 SYSTEM TROUBLESHOOTING 3.0 CR
This course covers the tools and techniques used in troubleshooting computer systems, fault isolation in computer systems by using logical analysis of systems, and test equipment indications. (Registration by departmental permission only.)

CPT 101 INTRODUCTION TO COMPUTERS 3.0 CR
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. (Recommended Prerequisite: ENG 100 or equivalent)

CPT 111 BASIC PROGRAMMING I 3.0 CR
This course introduces the BASIC programming language, emphasizing the logical design, development, testing and debugging of structured BASIC programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines, and file structures. (Prerequisites: CPT 114, CPT 168, and MAT 101)

CPT 114 COMPUTERS AND PROGRAMMING 3.0 CR

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language. (Prerequisites: MAT 150, ENG 100, and RDG 100 or equivalents)

CPT 115 COBOL PROGRAMMING I 3.0 CR
This course introduces the nature and use of the common business-oriented language—COBOL. (Prerequisites: CPT 114 and CPT 168)

CPT 162 INTRODUCTION TO WEB PAGE PUBLISHING 3.0 CR
This course is a study of the fundamentals of web page design and implementation.

CPT 163 INTRODUCTION TO MULTIMEDIA WEB PAGE 3.0 CR
This course is a study of the development and editing of graphics, audio, video elements to be used in the design and implementation of effective web pages.

CPT 164 INTERACTIVE WEB DESIGN AND GRAPHICS 5.0 CR
This course is the study of web design techniques including layout, graphics, and interactivity. Graphics and animation software will be taught.

CPT 168 PROGRAMMING LOGIC AND DESIGN 3.0 CR
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. (Prerequisite: MAT 101)

CPT 170 MICROCOMPUTER APPLICATIONS 3.0 CR
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration. (Recommended Prerequisite: OST 101, OST 105 or equivalent)

CPT 176 MICROCOMPUTER OPERATING SYSTEMS 3.0 CR
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files, and subdirectory concepts.

CPT 212 VISUAL BASIC PROGRAMMING 3.0 CR
This course focuses on windows programming using visual basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling. (Prerequisites: CPT 114 and CPT 168--Minimum grades of "C")

CPT 213 ADVANCED VISUAL BASIC PROGRAM 3.0 CR
This course is a study of the object oriented features of visual basic and their use in accessing databases. It includes classes, collection and web access.(Prerequisite: CPT 212--Minimum grade of "C")

CPT 215 COBOL PROGRAMMING II 3.0 CR
This course emphasizes file maintenance and tables using advanced concepts in COBOL. (Prerequisite: CPT 115--Minimum grade of "C"))

CPT 220 E-COMMERCE 3.0 CR
This course is a study of fundamental and business concepts applied to the world of e-commerce. (Prerequisites: CPT 114 and IST 104/105/106 or CPT 114 and IST 225--Minimum grades of "C")

CPT 232 C++ PROGRAMMING I 3.0 CR
This introductory course in C++ Programming I emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings. (Prerequisites: CPT 114 and CPT 168--Minimum grades of "C")

CPT 233 C++ PROGRAMMING II 3.0 CR
This course introduces object-oriented design techniques using C++. Topics include classes,

friends, overloading operators, inheritance, and virtual functions. (Prerequisite: CPT 232--Minimum grade of "C")

CPT 236 INTRODUCTION TO JAVA PROGRAMMING 3.0 CR
This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets. (Prerequisites: CPT 114 and CPT 168)

CPT 237 ADVANCED JAVA PROGRAMMING 3.0 CR
This course is a study of advanced topics of the JAVA programming language by building on a basic knowledge of the JAVA language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the JAVABEAN component model, network programming and server-side programming. (Prerequisite: CPT 236--Minimum grade of "C")

CPT 242 DATABASE 3.0 CR
This course introduces database models and the fundamentals of database design. Topics include database structure, data base processing, and application programs which access a database. (Prerequisite: CPT 212 or CPT 232--Minimum grade of "C")

CPT 244 DATA STRUCTURES 3.0 CR
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. (Prerequisites: CPT 232 with Minimum grade of "C" and MAT 110; Corequisite: CPT 233)

CPT 246 INTRODUCTION TO XML 3.0 CR
This course is an introduction to the extensible markup language (XML) and will examine how XML can be used to describe data in a structured manner for use on the world wide web. (Prerequisites: CPT 114, IST 226 and CPT 168--Minimum grades of "C")

CPT 257 OPERATING SYSTEMS 3.0 CR
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. (Prerequisite: CPT 114)

CPT 260 FUNDAMENTALS OF OPERATING SYSTEMS & WEB SERVERS 3.0 CR
This course is a study of operating techniques needed for setting up and maintaining web servers. (Prerequisite: CPT 176 or CPT 257)

CPT 264 SYSTEMS AND PROCEDURES 3.0 CR
This course covers the techniques of system analysis, design, development, and implementation. (Prerequisites: CPT 212 or CPT 236 or CPT 237--Minimum grade of "C")

CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS 3.0 CR
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. (Prerequisite: CPT 170)

DAT 112 INTEGRATED HUMAN SCIENCES 4.0 CR
This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

DAT 113 DENTAL MATERIALS 4.0 CR
A study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

DAT 115 ETHICS AND PROFESSIONALISM 1.0 CR
This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

DAT 118 DENTAL MORPHOLOGY 2.0 CR
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121 DENTAL HEALTH EDUCATION 2.0 CR
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

DAT 122 DENTAL OFFICE MANAGEMENT 2.0 CR
This course provides a study of the business aspect of a dental office.

DAT 123 ORAL MEDICINE AND ORAL BIOLOGY 3.0 CR
This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

DAT 127 DENTAL RADIOGRAPHY 4.0 CR
This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

DAT 154 CLINICAL PROCEDURES I 4.0 CR
Includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

DAT 164 CLINICAL PROCEDURES II 4.0 CR
Introduces the instruments and chairside procedures of the dental specialties.

DAT 177 DENTAL OFFICE EXPERIENCE 7.0 CR
Consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

DHG 115 MEDICAL AND DENTAL EMERGENCIES 2.0 CR
This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

DHG 121 DENTAL RADIOGRAPHY 3.0 CR
Provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

DHG 125 TOOTH MORPHOLOGY AND HISTOLOGY 2.0 CR
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

DHG 140 GENERAL AND ORAL PATHOLOGY 2.0 CR
Provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment, and prognosis of diseases affecting the head and neck are discussed.

DHG 141 PERIODONTOLOGY 2.0 CR
This course presents a study of the principles, etiologies, classifications, and treatments of periodontal disease with emphasis on the role of the dental hygienist.

DHG 143 DENTAL PHARMACOLOGY 2.0 CR
This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

DHG 154 PRE-CLINICAL DENTAL HYGIENE 4.0 CR
This course is a study of the basic principles of infection control, instrumentation, instrument design, and fundamental skills necessary to perform in subsequent dental hygiene courses. (Prerequisite: current CPR in AHA Health Care Provider Course)

DHG 165 CLINICAL DENTAL HYGIENE I 5.0 CR
This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

DHG 175 CLINICAL DENTAL HYGIENE II 5.0 CR
This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

DHG 230 PUBLIC HEALTH DENTISTRY 3.0 CR
Provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

DHG 239 DENTAL ASSISTING FOR DENTAL HYGIENISTS 2.0 CR
This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

DHG 255 CLINICAL DENTAL HYGIENE III 5.0 CR
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

DHG 265 CLINICAL DENTAL HYGIENE IV 5.0 CR
Course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

DHG 272 DENTAL HYGIENE EXTERNSHIP 2.0 CR
This course provides exposure to dental practices by means of office rotations, lectures, and discussions. It also includes dental ethics and jurisprudence.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD 3.0 CR
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course. (South Carolina Early Childhood Credential)

ECD 102 GROWTH AND DEVELOPMENT I 3.0 CR
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT 3.0 CR
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

ECD 107 EXCEPTIONAL CHILDREN 3.0 CR
This course includes an overview of special-needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108 FAMILY AND COMMUNITY RELATIONS 3.0 CR
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 ADMINISTRATION AND SUPERVISION 3.0 CR
A study of the role and responsibilities of an early childhood administrator. Special focus on program monetary matters, space management, curriculum, health and food services, and

relations among the public, staff, and parents.

ECD 131 LANGUAGE ARTS 3.0 CR
A study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. (Prerequisite: ECD 102)

ECD 132 CREATIVE EXPERIENCES 3.0 CR
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities.

ECD 133 SCIENCE AND MATH CONCEPTS 3.0 CR
This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135 HEALTH, SAFETY, AND NUTRITION 3.0 CR
Covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities included.

ECD 200 CURRICULUM ISSUES IN INFANT & TODDLER DEVELOPMENT 3.0 CR
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. (Prerequisite: ECD 102)

ECD 201 PRINCIPLES OF ETHICS/LEADERSHIP IN EARLY CARE & ED. 3.0 CR
Includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. (Prerequisite: ECD 101 or departmental approval)

ECD 203 GROWTH AND DEVELOPMENT II 3.0 CR
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: ECD 102)

ECD 205 SOCIALIZATION & GROUP CARE OF INFANTS & TODDLERS 3.0 CR
The study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

ECD 207 INFANTS & TODDLERS WITH SPECIAL NEEDS 3.0 CR
This course is an in-depth study of preschool children growing and developing in today's

ECD 210 EARLY CHILDHOOD INTERVENTION 3.0 CR
An overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

ECD 237 METHODS AND MATERIALS 3.0 CR
This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 SUPERVISED FIELD EXPERIENCE 3.0 CR
This course emphasizes planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. (Prerequisite: ECD 101, 203, 105 & 132) (Recommended: final course in diploma

and associate degree programs) (Requires department approval)

ECD 251 SUPERVISED FIELD EXPERIENCES (INFANT/TODDLER) 3.0 CR
Includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of infants and toddlers. (Prerequisites: ECD 101, 102 & 200) (Recommended: final course in certificate program)(Requires departmental approval)

ECD 253 COMMUNICATION SYSTEMS FOR ECSE 3.0 CR
This course is a study of sign language (ASL) and other assistive communication devices that are appropriate to work effectively with students who are developmentally delayed in speech and language.

ECD 254 FACILITATION & ENVIRONMENTAL MANAGEMENT ECSE 3.0 CR
This course is a study of how the environment for infants, toddlers, preschoolers, and young children with special needs can be manipulated to enhance their development, social needs, and expression of creativity and independence.

ECD 255 ACTIVITY THERAPY FOR ECSE 3.0 CR
This course is a study of providing assistance in planning and organizing activities focusing on a play and developmentally appropriate environment for children with special needs.

ECD 256 COUNSELING TECHNIQUES FOR ECSE 3.0 CR
This course is a study of collaboration with professionals, families, and students to achieve various outcomes that are of particular interest to those individuals involved in the education and care of children with developmental delays.

ECD 257 SUPERVISED FIELD EXPERIENCE ECSE 3.0 CR
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed. (Prerequisites: ECD 253, 254, 255 & 256) (Recommended: final course in certificate program)(Requires departmental approval)

ECE 101 ELECTRICAL AND ELECTRONICS ENGINEERING 3.0 CR
This course is a study of entertainment, communication, and computer technology. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

ECE 102 INSTRUMENT CONTROL 3.0 CR
This course is a study of automated instrument control and data acquisition. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

ECE 205 ELECTRICAL AND COMPUTER LAB I 3.0 CR
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing. (Prerequisites: ECE 221 or equivalent; ENG 101 or equivalent)

ECE 211 INTRODUCTION TO COMPUTER ENGINEERING I 3.0 CR
Covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems. (Prerequisites: RDG 101 or equivalent, MAT 140, and PHY 221)

ECE 212 INTRODUCTION TO COMPUTER ENGINEERING II 3.0 CR
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming. (Prerequisite: ECE 211)

ECE 221 INTRODUCTION TO ELECTRICAL ENGINEERING I 3.0 CR
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first and second-order linear circuits in the time domain using calculus-based solutions where applicable. (Prerequisite: MAT 140 or equivalent)

ECE 222 INTRODUCTION TO ELECTRICAL ENGINEERING II 3.0 CR
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms. (Prerequisite: ECE 221)

ECE 240 INTRODUCTION TO SOFTWARE ENGINEERING 3.0 CR
This course covers fundamentals of software design and development, software implementation strategies, object-oriented design techniques, and ethics in software development. (Prerequisite: EGR 283 or equivalent)

ECE 245 OBJECT-ORIENTED PROGRAMMING TECHNIQUES 3.0 CR
This course is a study of advanced object-oriented concepts and techniques, multiple inheritance, memory management, operator overerloading, polymorphism, and performance issues. (Prerequisite: ECE 240)

ECO 101 BASIC ECONOMICS 3.0 CR
This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination. (Prerequisite: ENG 100 or equivalent)

ECO 210 MACROECONOMICS 3.0 CR
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. (Prerequisite: ENG 100 or equivalent)

ECO 211 MICROECONOMICS 3.0 CR
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

EEM 105 BASIC ELECTRICITY 2.0 CR
This course is a survey of basic electrical principles, circuits, and measurements. (Prerequisite: RDG 031 or equivalent)

EEM 117 AC/DC CIRCUITS I 4.0 CR
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested. (Prerequisite: RDG 031 or equivalent)

EEM 140 NATIONAL ELECTRICAL CODE 3.0 CR
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA). (Prerequisite: RDG 031 or equivalent) (Corequisite: EEM 117)

EEM 141 RESIDENTIAL/COMMERCIAL CODES 3.0 CR
This course covers National Electrical Code (NEC), including a study in and application of, the NEC and city and county electrical ordinances as pertaining to residential and commercial wiring. (Prerequisite: RDG 031 or equivalent)

EEM 145 CONTROL CIRCUITS 3.0 CR
This course covers the principles and applications of component circuits and methods of motor control. (Prerequisite: EEM 117)

EEM 165 RESIDENTIAL/COMMERCIAL WIRING 4.0 CR
This course is a study of wiring methods and practices used in residential and commercial applications. (Prerequisites: RDG 031 or equivalent and BCT 105, BCT 112, EEM 105, and EEM 141)

EEM 201 ELECTRONIC DEVICES I 3.0 CR
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. (Prerequisite: EEM 117)

EEM 202 ELECTRONIC DEVICES II 3.0 CR
A continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits. (Prerequisite: EEM 201)

COURSE DESCRIPTIONS

EEM 203 ELECTRONIC DEVICES III 3.0 CR
A continuation of the study of electronic devices with an emphasis on devices common to an industrial environment. (Prerequisite: EEM 202)

EEM 215 DC/AC MACHINES 3.0 CR
This course is a study of applications, operations, and construction of DC and AC machines. (Prerequisite: EEM 117)

EEM 221 DC/AC DRIVES 3.0 CR
This course covers the principles of operation and application of DC drives and AC drives. (Prerequisites: EEM 203 and EEM 215)

EEM 251 PROGRAMMABLE CONTROLLERS 3.0 CR
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. (Prerequisite: EEM 145)

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS 3.0 CR
This course covers the application of programmable controllers, theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. (Prerequisite: EEM 145)

EET 111 DC CIRCUITS 4.0 CR
This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law and Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (Prerequisites: RDG 100 and MAT 101 or equivalent) (Corequisite: MAT 102 or equivalent)

EET 112 AC CIRCUITS 4.0 CR
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments. (Prerequisites: EET 111) (Corequisite: MAT 111 or equivalent)

EET 141 ELECTRONIC CIRCUITS 4.0 CR
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting. (Prerequisites: EET 111; MAT 101 or equivalent)

EET 142 INTRODUCTION TO NETWORK SERVERS 3.0 CR
This course is a study of skills required to install, configure, manage, and troubleshoot network servers. The applications include performance enhancement, network products, and portal services. (Prerequisites: RDG 101 or equivalent and MAT 101 or equivalent)

EET 145 DIGITAL CIRCUITS 4.0 CR
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested. This course also covers the TTL, NMOS and CMOS digital logic families. (Prerequisites: MAT 101 or equivalent; and EET 111)

EET 221 BROADBAND COMMUNICATION SYSTEMS 3.0 CR
This course is a study of the silicon solutions that provide the cost-effective delivery of high speed, high bandwidth, broadband digital transmission of voice, video, and data to and throughout the home and within businesses via the existing communications infrastructure. (Prerequisite: EET 241)

EET 227 ELECTRICAL MACHINERY 3.0 CR
This course is a study of AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments. (Prerequisite: EET 111) (Corequisite: EET 112 or equivalent)

EET 231 INDUSTRIAL ELECTRONICS 4.0 CR
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested. (Prerequisites: EET 111 or equivalent) (Corequisite: EET 112 or equivalent)

EET 235 PROGRAMMABLE CONTROLLERS 3.0 CR
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers. (Prerequisite: EET 111)

EET 241 ELECTRONIC COMMUNICATIONS 4.0 CR
This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. (Prerequisites: EET 112 or equivalent and EET 141)

EET 242 VOICE/DATA/VIDEO TRANSMISSION 3.0 CR
This course is a study of voice, data, and video transmission over wireless and wireline technologies with a focus on building infrastructure service and applications for high-performance network systems. (Prerequisite: RDG 101 or equivalent and EET 241)

EET 243 DATA COMMUNICATIONS 3.0 CR
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed, and tested. (Prerequisites: CPE 107 and RDG 101 or equivalent.)

EET 261 ELECTRONIC TROUBLESHOOTING 2.0 CR
This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment. (Registration by departmental permission only.)

EET 272 ELECTRONICS SENIOR SEMINAR 1.0 CR
This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. (Registration by departmental permission only.)

EET 273 ELECTRONICS SENIOR PROJECT 1.0 CR
This course includes the construction and testing of an instructor-approved project. (Registration by departmental permission only.)

EGR 110 INTRODUCTION TO COMPUTER ENVIRONMENT 3.0 CR
This course provides an overview of computer hardware, available software, operating systems, and applications. (Prerequisite: RDG 031 or equivalent)

EGR 170 ENGINEERING MATERIALS 3.0 CR
This course is a study of the properties, material behaviors, and applications. (Prerequisite: RDG 100 or equivalent)

EGR 175 MANUFACTURING PROCESSES 3.0 CR
Includes the processes, alternatives, and operations in the manufacturing environment. (Prerequisites: EGT 110 and RDG 100 or equivalent)

EGR 190 STATICS 3.0 CR
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion. (Prerequisite: PHY 201)

EGR 260 ENGINEERING STATICS 3.0 CR
This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed. (Prerequisite: MAT

140 or equivalent)

EGR 264 INTRODUCTION TO ENGINEERING MECHANICS OF SOLIDS 3.0 CR
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes. (Prerequisite: EGR 260 or equivalent)

EGR 266 ENGINEERING THERMODYNAMICS FUNDAMENTALS 3.0 CR
An introduction to the first and second laws of thermodynamics as applied to engineering systems. (Prerequisite: MAT 141 or equivalent)

EGR 270 INTRODUCTION TO ENGINEERING 3.0 CR
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)

EGR 275 INTRODUCTION TO ENGINEERING/COMPUTER GRAPHICS 3.0 CR
A study of basic graphical concepts needed for engineering applications.

EGR 281 INTRODUCTION TO ALGORITHMIC DESIGN I 4.0 CR
This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles. (Prerequisites: ENG 101 or equivalent and RDG 101 or equivalent and MAT 140 or equivalent)

EGR 283 INTRODUCTION TO ALGORITHMIC DESIGN II 4.0 CR
This course is a study of rigorous development of algorithms and computer programs, including elementary data structures. (Prerequisite: EGR 281)

EGT 105 BASIC CIVIL DRAFTING 2.0 CR
This course covers the applications of drawing techniques, to structures, map topography, and other civil applications. (Prerequisite: EGT 110 or equivalent and MAT 178)

EGT 110 ENGINEERING GRAPHICS I 4.0 CR
This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. (Prerequisite: RDG 100 or equivalent)

EGT 114 WELDING PRINT BASICS 2.0 CR
This course covers the fundamentals of print reading for welding applications. (Prerequisite: RDG 031 or equivalent)

EGT 115 ENGINEERING GRAPHICS II 4.0 CR
This course in engineering graphics science includes additional drawing techniques for industrial applications. (Prerequisite: EGT 110)

EGT 117 WELDING PRINT PRINCIPLES 2.0 CR
This course covers welding symbols and their application to pipe fabrication. (Prerequisite: RDG 031 or equivalent)

EGT 128 MACHINE TOOL PRINT LAYOUT 2.0 CR
This course covers print layout, projection, and dimensioning for the machine tool trades. (Prerequisite: RDG 031 or equivalent)

EGT 133 HVAC PRINT READING 3.0 CR
Covers layout, projection, and dimensioning for heating and air conditioning. (Prerequisite: RDG 031 or equivalent)

EGT 151 INTRODUCTION TO CAD 3.0 CR
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

EGT 210 ENGINEERING GRAPHICS III 4.0 CR
This advanced course in engineering graphics science covers the production of technical working drawings. (Prerequisite: EGT 115 or equivalent)

EGT 212 MACHINE TOOL PRINT TOPICS 2.0 CR
This course covers print reading related to the machine tool specialization with emphasis on sketching and interpreting appropriate symbols, notes, and codes. (Prerequisite: EGT 128)

EGT 225 ARCHITECTURAL DRAWING APPLICATIONS 4.0 CR
This is an advanced drawing course for architectural applications. (Prerequisite: EGT 115 or equivalent)

EGT 252 ADVANCED CAD 3.0 CR
This course covers advanced concepts of CAD software and applications. (Prerequisite: EGT 115 or equivalent)

ENG 031 DEVELOPMENTAL ENGLISH 0 CR
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure.

ENG 100 INTRODUCTION TO COMPOSITION (NON-DEGREE CREDIT) 3.0 CR
This course is a study of basic writing and different modes of composition and may include a review of usage. (Prerequisite: ENG 031 - Minimum grade of "SC" or equivalent)

ENG 101 ENGLISH COMPOSITION I 3.0 CR
This is a course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. (Prerequisite: ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

ENG 102 ENGLISH COMPOSITION II 3.0 CR
This is a course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. (Prerequisite: ENG 101 or equivalent—Minimum grade of "C")

ENG 155 COMMUNICATIONS I 3.0 CR
This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Prerequisite: ENG 100 - minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

ENG 156 COMMUNICATIONS II 3.0 CR
This course is a continuation of the development of communication skills through writing, speaking, and library research assignments. (Prerequisite: ENG 155—Minimum grade of "C")

ENG 160 TECHNICAL COMMUNICATIONS 3.0 CR
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. (Prerequisite: ENG 101 or equivalent—Minimum grade of "C")

ENG 175 PROOFREADING AND EDITING 3.0 CR
This course presents intensive application of advanced proofreading and editing skills, including usage and punctuation. (Prerequisite: ENG 100 or equivalent)

ENG 201 AMERICAN LITERATURE I 3.0 CR
This course is a study of American literature from the Colonial Period to the Civil War. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 202 AMERICAN LITERATURE II 3.0 CR
This course is a study of American literature from the Civil War to the present. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 205 ENGLISH LITERATURE I 3.0 CR
This is a course in which the following topics are presented: the study of English literature

from the Old English Period to the Romantic Period with emphasis on major writers and periods. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 206 ENGLISH LITERATURE II 3.0 CR
This is a course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 208 WORLD LITERATURE I 3.0 CR
This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 209 WORLD LITERATURE II 3.0 CR
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 214 FICTION 3.0 CR
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. (Prerequisite: ENG 102—Minimum grade of "C")

ENG 238 CREATIVE WRITING 3.0 CR
This course presents an introduction to creative writing in various genres. (Prerequisite: ENG 101 or equivalent—Minimum grade "C")

ESL 031 ENGLISH AS A SECOND LANGUAGE 0 CR
English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and basic English grammar.

EVT 110 INTRODUCTION TO TREATMENT FACILITIES 3.0 CR
This course covers the physical, chemical and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem solving related to collection systems, treatment facilities, and distribution systems are introduced. (Recommend Prerequisite: CHM 101 or CHM 110)

EVT 206 INTRODUCTION TO ENVIRONMENTAL COMPLIANCE 3.0 CR
An introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

EVT 254 INDUSTRIAL SAFETY & EMERGENCY RESPONSE 3.0 CR
This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.

GER 101 ELEMENTARY GERMAN I 4.0 CR
This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture. (Prerequisite: ENG 100 or equivalent with a minimum grade of "C")

GER 102 ELEMENTARY GERMAN II 4.0 CR
This course continues the development of the four basic language skills and the study of German culture. (Prerequisite: GER 101 with a minimum grade of "C")

HIS 101 WESTERN CIVILIZATION TO 1689 3.0 CR
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. (Prerequisite: ENG 100 or equivalent)

HIS 102 WESTERN CIVILIZATION POST 1689 3.0 CR
This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. (Prerequisite: ENG 100 or equivalent)

HIS 104 WORLD HISTORY I 3.0 CR
This course covers World History from Prehistory circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends which characterized the world in each era. (Prerequisite: ENG 100 or equivalent)

HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 3.0 CR
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)

HIS 202 AMERICAN HISTORY: 1877 TO PRESENT 3.0 CR
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)

HSS 205 TECHNOLOGY AND SOCIETY 3.0 CR
This course is an investigation of the impact of the 20th-century technological changes in America on the individual, society, and the physical environments. (Prerequisite: ENG 100 or equivalent)

IMT 102 INDUSTRIAL SAFETY 2.0 CR
This course covers safety awareness and practices found in industry. (Prerequisite: RDG 031 or equivalent)

IMT 104 SCHEMATICS 2.0 CR
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. (Prerequisite: RDG 031 or equivalent)

IMT 114 BENCHWORK AND ASSEMBLY 2.0 CR
This course covers the use of hand and power tools, measuring, and prints associated with an assembly project. (Prerequisite: RDG 031 or equivalent)

IMT 120 MECHANICAL INSTALLATIONS 5.0 CR
This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. (Prerequisite: RDG 031 or equivalent)

IMT 123 AIR COMPRESSORS 2.0 CR
This course covers methods used to install and/or maintain various types of air compressors. (Prerequisite: RDG 031 or equivalent)

IMT 131 HYDRAULICS AND PNEUMATICS 4.0 CR
This course covers the basic hydraulic terminology and principles of hydraulics and pneumatics. (Prerequisite: RDG 031 or equivalent)

IMT 150 BOILERS 4.0 CR
This course covers boilers, including various energy sources and controls. (Prerequisite: RDG 031 or equivalent)

IMT 151 PIPING SYSTEMS 3.0 CR
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. (Prerequisite: RDG 031 or equivalent)

IMT 161 MECHANICAL POWER APPLICATIONS 4.0 CR
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. (Prerequisite: RDG 031 or equivalent)

IMT 163 PROBLEM SOLVING FOR MECHANICAL APPLICATIONS 3.0 CR
This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. (Prerequisite: RDG 031 or equivalent)

IST 101 ORIENTATION TO IT PROFESSIONS 1.0 CR
This course will provide an overview of the information technology field. Topics will include information technology professions, employment skills, salaries, associations, terms and definitions, and current issues in the field.

IST 103 SECURITY AWARENESS 1.0 CR
This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals**.**

IST 104 INTRODUCTION TO THE INTERNET 1.0 CR
This course is an introduction to the Internet and the World Wide Web, and includes FTP, Telnet, Archie, Gopher, and E-mail functions.

IST 105 INTERNET SEARCH TECHNIQUES 1.0 CR
Designed as a guide to effective Internet search techniques and tools.

IST 106 WEB SITES AND HOME PAGES 1.0 CR
A guide to planning and designing a web page including HTML fundamentals, adding graphics and images, and creating links to related subjects.

IST 188 HARDWARE BASICS AND OPERATION SYSTEMS 5.0 CR
This course is the study of installation, upgrading and configuration of personal computers from the basics of motherboards and memory to an introduction to networking, along with installation, configuration and upgrading operating systems. (Recommended Prerequisite: CPT 114)

IST 201 CISCO INTERNET WORKING CONCEPTS 3.0 CR
This course is a study of current and emerging computer networking technology; topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards. (Prerequisite: ENG 031 or equivalent, MAT 031 or equivalent, and RDG 031 - Minimum grade of "SC" or equivalent)

IST 202 CISCO ROUTER CONFIGURATION 3.0 CR
This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface, TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. (Prerequisite: IST 201 - Minimum grade of "C")

IST 203 ADVANCED CISCO ROUTER CONFIGURATION 3.0 CR
This course is a study of configuring Cisco routers. (Prerequisite: IST 202 - Minimum grade of "C")

IST 204 CISCO TROUBLESHOOTING 3.0 CR
This course is a study of troubleshooting network problems. (Prerequisite: IST 203 - Minimum grade of "C")

IST 211 OBJECT-ORIENTED PROGRAMMING 3.0 CR
This course is a study of object-oriented programming using artificial intelligence methods in practical applications requiring knowledge representation, search, and inference. (Prerequisite: CPT 235)

IST 220 DATA COMMUNICATIONS 3.0 CR
This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. (Recommended prerequisite CPT 114)

IST 221 ADVANCED DATA COMMUNICATIONS 3.0 CR
This course is a study of the structure of the telecommunications industry. Topics include the components, services, and features of the most popular voice communications system. (Prerequisite: IST 251 or IST 252)

IST 225 INTERNET COMMUNICATIONS 3.0 CR
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information and as well as how to find resources and navigate the Internet are included.

IST 226 INTERNET PROGRAMMING 3.0 CR
This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JAVA, and VRML, testing and debugging programs, uploading and maintaining Internet pages and applications. (Recommended prerequisite: IST 106)

IST 227 INTERNET OPERATIONS & MANAGEMENT 3.0 CR
This course covers the duties/responsibilities of an Internet webmaster, appropriate hardware, software and telecommunications technology, designing, implementing and maintaining a web site, and utilizing security mechanisms.(Recommended prerequisite: IST 220 or CPT 260)

IST 251 LAN NETWORKING TECHNOLOGIES 3.0 CR
This course provides software-specific concepts of local area network (LAN) communications, networking and connectivity. (Corequisite: IST 201 or IST 220)

IST 252 LAN SYSTEM MANAGER 3.0 CR
This course covers the fundamental skills needed to effectively manage a local network from introductory to advanced. (Corequisite: IST 201 or IST 220)

IST 253 LAN SERVICE AND SUPPORT 3.0 CR
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. (Prerequisite: IST 251 or IST 252--Minimum grade of "C")

IST 254 CENTRALIZED NETWORK MANAGEMENT 3.0 CR
A study of how SNMP (simple network management protocol) and the network management console can work together to create a network managed by a central console. Working with CMIP/CMIS (common management information protocol/common management information services) software including tracking of hardware/software configuration, installation of desktop application from a central location, receiving/forwarding alerts, etc. (Prerequisite: IST 251 or IST 252--Minimum grade of "C")

IST 260 NETWORK DESIGN 3.0 CR
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network-combining creativity, rigorous discipline analysis, and synthesis while emphasizing the solution in terms of cost and performance. (Prerequisite: IST 251 or IST 252--Minimum grade of "C")

IST 272 RELATIONAL DATABASE 3.0 CR
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. (Prerequisite: CPT 242--Minimum grade of "C")

IST 273 ADVANCED CLIENT/SERVER DEVELOPMENT TOOLS 3.0 CR
This course provides extensive practical experience with commercially available client/service development tools. The student will use visual development tools to create G.U.I. client applications and to compose statements for server access. (Prerequisite: IST 251 or IST 252)

IST 291 FUNDAMENTALS OF NETWORK SECURITY I 3.0 CR
This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security. (Prerequisites: IST 101, IST 103, and IST 251)

IST 292 FUNDAMENTALS OF NETWORK SECURITY II 3.0 CR
This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security

management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls. (Prerequisites: IST 202 and IST 291)

IST 293 IT AND DATA ASSURANCE I 3.0 CR
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. (Prerequisites: IST 202 and IST 291)

IST 294 IT AND DATA ASSURANCE II 3.0 CR
This course introduces methods for attacking a network. Concepts, principles, tools and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. (Prerequisites: IST 292 and IST 293)

JOU 101 INTRODUCTION TO JOURNALISM 3.0 CR
This course is a study of basic rhetorical and ethical principles of journalistic writing for news and media including newspapers, journals, radio, and television. (Prerequisite: ENG 100 or equivalent)

JOU 201 NEWS WRITING 3.0 CR
This course is a study of skills and techniques required in preparing copy for publication. (Prerequisite: ENG 101 or equivalent—Minimum grade of C)

MAT 011 DEVELOPMENTAL MATHEMATICS BASIC WORKSHOP 0 CR
This course provides support for mastery of MAT 031 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

MAT 012 DEVELOPMENTAL MATHEMATICS WORKSHOP 0 CR
This course provides support for mastery of MAT 032 competencies, (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

MAT 032 DEVELOPMENTAL MATHEMATICS 0 CR
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

MAT 101 BEGINNING ALGEBRA 3.0 CR
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. (Prerequisite: MAT 150)

MAT 102 INTERMEDIATE ALGEBRA 3.0 CR
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. (Prerequisite: MAT 101)

MAT 110 COLLEGE ALGEBRA 3.0 CR
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. (Prerequisite: MAT 102)

MAT 111 COLLEGE TRIGONOMETRY 3.0 CR
Includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's theorem; vectors; conic sections; sequences; and series. (Prerequisite: MAT 110, College Algebra)

MAT 120 PROBABILITY AND STATISTICS 3.0 CR
This course includes the following topics: introductory probability and statistics, including organization of data, sample space, concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for

large and small samples; types I and II errors; linear regression; and correlation. (Prerequisite: MAT 102)

MAT 122 FINITE COLLEGE MATHEMATICS 3.0 CR
This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. (Prerequisite: MAT 110)

MAT 130 ELEMENTARY CALCULUS 3.0 CR
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: MAT 110, College Algebra)

MAT 140 ANALYTICAL GEOMETRY & CALCULUS I 4.0 CR
This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: MAT 110 and MAT 111 or equivalents)

MAT 141 ANALYTICAL GEOMETRY & CALCULUS II 4.0 CR
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: MAT 140)

MAT 150 FUNDAMENTALS OF MATHEMATICS (NON-DEGREE CREDIT) 3.0 CR
This course includes the following topics: elementary number theory; basic algebra and geometry; English and SI measurements; ratio and proportion; statistics; and graph interpretation. (Prerequisite: MAT 031)

MAT 155 CONTEMPORARY MATHEMATICS 3.0 CR
Includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics. (Prerequisite: MAT 150)

MAT 165 STATISTICS 3.0 CR
This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability. (Prerequisite: MAT 101 or equivalent)

MAT 240 ANALYTICAL GEOMETRY AND CALCULUS III 4.0 CR
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. (Prerequisite: MAT 141)

MAT 242 DIFFERENTIAL EQUATIONS 4.0 CR
This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; LaPlace Transform; and numerical methods. (Prerequisite: MAT 240)

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES 4.0 CR
Covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures. (Prerequisites: AHS 102, AHS 125 with a minimum grade of “C” or exemption credit, and required placement test scores in English, reading, and mathematics)

MET 211 STRENGTH OF MATERIALS 4.0 CR
This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included. (Prerequisite: EGR 190)

MET 214 FLUID MECHANICS 3.0 CR
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. (Corequisite: EGR 190)

MET 219 PRODUCTION PROCESS PLANNING 2.0 CR
This course covers the development of techniques to achieve the most efficient sequence of operations in manufacturing processes. (Prerequisite: EGR 175)

MET 222 THERMODYNAMICS 4.0 CR
This course includes the study of the thermodynamic principles of heat, work, non-flow and steady flow processes, and cycles. The use of thermodynamic tables and charts is stressed. (Prerequisite: MAT 110 or equivalent) (Corequisite: MET 214)

MET 226 APPLIED HEAT PRINCIPLES 4.0 CR
Covers energy transfer principles involved in heating, cooling, and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles. (Prerequisite: ACR 120 or MET 222)

MET 231 MACHINE DESIGN 4.0 CR
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. (Prerequisite: EGR 190) (Corequisite: MET 211)

MET 235 MANUFACTURING ENGINEERING PRINCIPLES 2.0 CR
This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control, and quality control. It includes analytical decision making and planning techniques. (Prerequisite: EGR 175)

MGT 101 PRINCIPLES OF MANAGEMENT 3.0 CR
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 110 OFFICE MANAGEMENT 3.0 CR
A study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

MGT 120 SMALL BUSINESS MANAGEMENT 3.0 CR
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121 SMALL BUSINESS OPERATIONS 3.0 CR
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. (Prerequisite: MGT 120)

MGT 201 HUMAN RESOURCE MANAGEMENT 3.0 CR
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration.

MGT 280 EXECUTIVE DEVELOPMENT 3.0 CR
This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

MKT 101 MARKETING 3.0 CR
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MKT 140 E-MARKETING 3.0 CR
This course is a study of electronic marketing in addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends.

MKT 141 ELECTRONIC COMMERCE STRATEGIES 3.0 CR
This course is an overview of the e-commerce business from the conception to implementation

and evaluation. Special emphasis will be placed on budgeting, securing financial resources and fiscal management.

MKT 145 LEGAL ISSUES IN E-COMMERCE 3.0 CR
This course is a study of legal issues related to e-commerce. Special emphasis will be placed on copyright laws, intellectual property rights and patent law.

MKT 265 RETAILING STRATEGIES AND APPLICATIONS 3.0 CR
This course is a study of the applications and management of business strategies in the retailing industry, including business planning, site selection, merchandise management, pricing strategies, promotions strategies, store organization and layout.

MLT 101 INTRO TO MEDICAL LABORATORY TECHNOLOGY 2.0 CR
This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

MLT 105 MEDICAL MICROBIOLOGY 4.0 CR
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

MLT 108 URINALYSIS AND BODY FLUIDS 3.0 CR
This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 110 HEMATOLOGY 4.0 CR
Provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

MLT 112 INTRODUCTION TO PARASITOLOGY 2.0 CR
This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

MLT 120 IMMUNOHEMATOLOGY 4.0 CR
This course introduces the theory and practice of blood banking, including the ABO, Rh, and other blood group systems, compatibility testing, and HDN.

MLT 125 INTRODUCTION TO CLINICAL CHEMISTRY 4.0 CR
This course provides an introduction to basic concepts in clinical chemistry.

MLT 242 SURVEY IN MEDICAL LABORATORY TECHNOLOGY 5.0 CR
This course correlates clinical experience with theoretical concepts.

MLT 243 ADVANCED SURVEY IN MEDICAL LAB TECHNOLOGY 5.0 CR
This course correlates clinical experience with advanced theoretical concepts.

MLT 251 CLINICAL EXPERIENCE I 5.0 CR
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 252 CLINICAL EXPERIENCE II 5.0 CR
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 253 CLINICAL EXPERIENCE III 5.0 CR
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 254 CLINICAL EXPERIENCE IV 5.0 CR
This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MTT 121 MACHINE TOOL THEORY I 3.0 CR
This course covers the principles involved in the production of precision metal parts.

(Prerequisite: RDG 031 or equivalent)

MTT 122 MACHINE TOOL PRACTICE I 4.0 CR
This course covers practical experiences using the principles in Machine Tool Theory I. (Prerequisite: RDG 031 or equivalent)

MTT 124 MACHINE TOOL PRACTICE II 4.0 CR
This course covers the practical application of the principles in Machine Tool Theory II. These principles are included in the machining of parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. (Prerequisites: MTT 121 and MTT 122)

MTT 126 MACHINE TOOL PRACTICE III 4.0 CR
This course covers the practical application of the principles in Machine Tool Theory III. These principles are included in the machining, heat treating, and grinding of complex metal parts. (Prerequisites: MTT 121 and MTT 122)

MTT 141 METALS AND HEAT TREATMENT 3.0 CR
This course is a study of the properties, characteristics, and heat treatment procedures of metal.

MTT 147 TOOL AND CUTTER GRINDING 2.0 CR
This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

MTT 175 INDUSTRIAL LASER TECHNOLOGY 3.0 CR
This course provides an examination of the characteristics of laser light, laser safety, laser system components, types of lasers, and laser applications. Emphasis will be placed on the development of the knowledge and skills necessary to program and operate an industrial laser machining system.

MTT 215 TOOL ROOM MACHINING I 4.0 CR
This course covers advanced machine tool operations, including an introduction to basic diemaking. (Prerequisites: MTT 124 and MTT 126)

MTT 216 TOOL ROOM MACHINING II 4.0 CR
This course covers advanced machine tool operations, including complex die operations. (Prerequisites: MTT 124 and MTT 126)

MTT 231 TOOL AND DIEMAKING I 5.0 CR
This course covers the manufacture and use of a simple blanking or piercing die or tools. (Prerequisites: ENG 155, MTT 215, MTT 216 and MAT 155)

MTT 232 TOOL AND DIEMAKING II 5.0 CR
This course covers the manufacture and use of a compound die or tools. (Prerequisite: MTT 231)

MTT 241 JIGS AND FIXTURES I 2.0 CR
This course includes the theory necessary to design working prints of simple jigs and fixtures. (Prerequisites: MTT 215 and MTT 216)

MTT 242 JIGS AND FIXTURES II 2.0 CR
This course includes the theory necessary to design a complex jig or fixture for piece part production. (Prerequisite: MTT 241)

MTT 246 PLASTIC MOLDMAKING I 2.0 CR
An introduction to moldmaking and plastics. (Prerequisite: MTT 231)

MTT 247 PLASTIC MOLDMAKING II 3.0 CR
This course is an advanced study of moldmaking and plastics. (Prerequisite: MTT 246)

MTT 253 CNC PROGRAMMING AND OPERATIONS 3.0 CR
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. (Prerequisites: MTT 254 and MTT 255)

MTT 254 CNC PROGRAMMING I 3.0 CR
This course is a study of CNC programming, including machine language and computer assisted programming. (Prerequisites: MTT 215, MTT 216, and RDG 031 or equivalent)

MTT 255 CNC PROGRAMMING II 3.0 CR
This course includes CNC programming with simulated production conditions. (Prerequisite: MTT 254)

MUS 105 MUSIC APPRECIATION 3.0 CR
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. (Prerequisite: ENG 100 or equivalent)

NUR 104 NURSING CARE MANAGEMENT I 4.0 CR
This course focuses on the knowledge, skills, and abilities that are fundamental to nursing practice with application in acute or extended care settings. (Prerequisite - Admission to the Nursing Program, Coerequisite - BIO 210; BIO 112 (PN program); COL 101; ENG 101; NUR 206; NUR 106)

NUR 106 PHARMACOLOGIC BASICS 2.0 CR
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. (Prerequisite - Admission to the Nursing Program, Coerequisite - BIO 210; BIO 112 (PN program); COL 101; ENG 101; NUR 104; NUR 106)

NUR 140 IV THERAPY 1.0 CR
This course is a study of the principles and practices of intravenous therapy. Emphasis is placed on venipuncture techniques, complications, fluid balance and the responsibilities of a licensed nurse.

NUR 159 NURSE CARE MANAGEMENT II 6.0 CR
Focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiological systems. (Prerequisite - NUR 104; NUR 206; NUR 106, Coerequisite - BIO 211; AHS 125 (PN program); PSY 201)

NUR 201 TRANSITION NURSING 3.0 CR
Through a variety of educational experiences, practical nurse graduates will be assisted in their transition to the role of associate degree nursing student.

NUR 206 CLINICAL SKILLS APPLICATION 2.0 CR
Involves the application of knowledge, skills, and abilities in a clinical setting.
(Prerequisite - Admission to the Nursing Program, Coerequisite - BIO 210; BIO 112 (PN program); COL 101; ENG 101; NUR 104; NUR 106)

NUR 209 NURSING MANAGEMENT III 5.0 CR
Focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiologic systems. (Prerequisite - NUR 159; NUR 211, Coerequisite - ENG 102)

NUR 211 CARE OF THE CHILDBEARING FAMILY 4.0 CR
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing and childrearing family. Focus is on both normal and abnormal aspects. (Corequisites - NUR 159; PSY 201; BIO 211)

NUR 214 MENTAL HEALTH NURSING 4.0 CR
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. (Prerequisite - NUR 229, Coerequisite - NUR 219; Humanities/Fine Arts Elective; Elective)

NUR 219 NURSING MANAGEMENT & LEADERSHIP 4.0 CR
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team.(Prerequisite - NUR 214)

NUR 229 NURSING MANAGEMENT IV 6.0 CR
This course focuses on the delivery of nursing care to clients throughout the lifespan who are experiencing complex, multi-system health problems. (Prerequisite - NUR 209 Coerequisite - BIO 225; MAT 110)

OST 101 INTRO TO KEYBOARDING 2.0 CR
This is an introductory course in keyboarding and basic formatting techniques.

OST 102 INTRODUCTION TO WINDOWS 1.0 CR
This course is an introduction to a computer windows environment.

OST 105 KEYBOARDING 3.0 CR
This course focuses on the mastery of keyboarding and formatting principles.

OST 106 KEYBOARDING LAB I 1.0 CR
This lab focuses on improving keyboarding speed and accuracy. (Prerequisite: keyboarding skills)

OST 110 DOCUMENT FORMATTING 3.0 CR
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisites: OST 105—minimum grade of "C" and RDG 100 or equivalent)

OST 121 MACHINE TRANSCRIPTION 3.0 CR
This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents. (Prerequisites: Minimum grade of "C" on OST 110 and OST 134)

OST 133 PROFESSIONAL DEVELOPMENT 3.0 CR
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

OST 134 OFFICE COMMUNICATIONS 3.0 CR
This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (Prerequisite: ENG 031) (Corequisite: OST 105)

OST 135 OFFICE MACHINES 3.0 CR
This course introduces keyboarding techniques on the 10-key numeric pad and provides practice in solving typical business calculations. (Prerequisite: OST 105 or Keyboarding Skills)

OST 137 OFFICE ACCOUNTING 3.0 CR
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

OST 143 OFFICE SYSTEMS AND PROCEDURES 3.0 CR
This course emphasizes procedures and applications used in the office environment. (Prerequisite: OST 105—or keyboarding skills)

OST 165 INFORMATION PROCESSING SOFTWARE 3.0 CR
This course includes applications of information-processing software. Emphasis is placed on functions for acceptable document formatting and processing. (Prerequisite: Keyboarding skills)

COURSE DESCRIPTIONS

OST 167 INFORMATION-PROCESSING APPLICATIONS 3.0 CR
This course emphasizes applications and features of information-processing software. (Prerequisite: OST 165—Minimum grade of "C")

OST 180 CUSTOMER SERVICE 3.0 CR
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

OST 210 DOCUMENT PRODUCTION 3.0 CR
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. (Prerequisite: OST 110—Minimum grade of "C")

OST 211 ADVANCED DOCUMENT PRODUCTION 3.0 CR
This course covers the production of specialized documents found in business offices. Emphasis is placed on productivity and excellence in document production. (Prerequisites: Minimum grade of "C" on OST 210 and OST 134)

OST 212 MEDICAL DOCUMENT PRODUCTION 3.0 CR
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. (Prerequisites: Minimum grade of "C" on OST 110 or OST 210 and OST 134 ; Recommended: AHS 102)

OST 213 LEGAL DOCUMENT PRODUCTION 3.0 CR
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production. (Prerequisites: Minimum grade of "C" on OST 110 or OST 210 and OST 134)

OST 250 ADVANCED INFORMATION PROCESSING 3.0 CR
This course emphasizes complex applications of information processing software using advanced features and concepts. (Prerequisite: OST 267--Minimum grades of "C")

OST 251 ADMINISTRATIVE SYSTEMS AND PROCEDURES 3.0 CR
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. (Prerequisite: OST 143)

OST 252 MEDICAL SYSTEMS AND PROCEDURES 3.0 CR
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. (Prerequisite: OST 105 or keyboarding skills)

OST 254 OFFICE SIMULATION 3.0 CR
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. (Prerequisites: Minimum grade of "C" on OST 134, OST 167 and OST 267)

OST 265 OFFICE DESKTOP PUBLISHING 3.0 CR
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. (Prerequisite: OST 105 or keyboarding skills)

OST 267 INTEGRATED INFORMATION PROCESSING 3.0 CR
This course covers the application of integrated computer software. (Prerequisite: OST 105)

PHI 101 INTRODUCTION TO PHILOSOPHY 3.0 CR
This course includes a topical survey of the three main branches of philosophy--epistemology, metaphysics, and ethics--and the contemporary questions related to these fields.

PHI 110 ETHICS 3.0 CR
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

PHS 101 PHYSICAL SCIENCE I 4.0 CR
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 103 INVESTIGATIVE PHYSICAL SCIENCE 4.0 CR
This course is an introduction to the use of basic techniques for inquiry into the physical sciences, which includes critical thinking and scientific analysis within a project-oriented environment.

PHY 201 PHYSICS I 4.0 CR
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisites: MAT 101) (Corequisite: ENG 101 and MAT 178 or MAT 111 or MAT 130)

PHY 202 PHYSICS II 4.0 CR
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: PHY 201)

PHY 221 UNIVERSITY PHYSICS I 4.0 CR
This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. (Prerequisite: MAT 111; Corequisites: ENG 101 and MAT 130 or MAT 140)

PHY 222 UNIVERSITY PHYSICS II 4.0 CR
This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. (Prerequisites: PHY 221)

PSC 201 AMERICAN GOVERNMENT 3.0 CR
A study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties, and the role of the electorate. (Prerequisite: ENG 100 or equivalent)

PSC 210 CONTEMPORARY POLITICAL ISSUES 3.0 CR
A study of current political issues. (Prerequisite: ENG 100 or equivalent)

PSC 215 STATE AND LOCAL GOVERNMENT 3.0 CR
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. (Prerequisite: ENG 100 or equivalent)

PSC 220 INTRODUCTION TO INTERNATIONAL RELATIONS 3.0 CR
Introduces the major focus and factor, influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living. (Prerequisite: ENG 100 or equivalent)

PSY 105 PERSONAL/INTERPERSONAL PSYCHOLOGY 3.0 CR
This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (Corequisite: ENG 100 or equivalent)

PSY 201 GENERAL PSYCHOLOGY 3.0 CR
This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, and abnormal behavior. (Prerequisite: ENG 100 or equivalent)

PSY 203 HUMAN GROWTH AND DEVELOPMENT 3.0 CR
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development, and potential. (Prerequisite: ENG 100 or equivalent)

PSY 212 ABNORMAL PSYCHOLOGY 3.0 CR
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. (Prerequisite: ENG 100 or equivalent)

RAD 101 INTRODUCTION TO RADIOGRAPHY 2.0 CR
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

RAD 102 RADIOGRAPHY PATIENT CARE PROCEDURES 2.0 CR
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 105 RADIOGRAPHIC ANATOMY 4.0 CR
Includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

RAD 110 RADIOGRAPHIC IMAGING I 3.0 CR
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

RAD 115 RADIOGRAPHIC IMAGING II 3.0 CR
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

RAD 121 RADIOGRAPHIC PHYSICS 4.0 CR
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

RAD 130 RADIOGRAPHIC PROCEDURES I 3.0 CR
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

RAD 136 RADIOGRAPHIC PROCEDURES II 3.0 CR
This course is a study of radiographic procedures for visualization of the structures of the body.

RAD 152 APPLIED RADIOGRAPHY I 2.0 CR
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 165 APPLIED RADIOGRAPHY II 5.0 CR
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

RAD 175 APPLIED RADIOGRAPHY III 5.0 CR
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

RAD 201 RADIATION BIOLOGY 2.0 CR
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

RAD 210 RADIOGRAPHIC IMAGING III 3.0 CR
This course provides a detailed study of advanced methods and concepts of imaging.

RAD 220 SELECTED IMAGING TOPICS 3.0 CR
This course is a study of advanced topics unique to the radiological sciences.

RAD 230 RADIOGRAPHIC PROCEDURES III 3.0 CR
This course is a study of special radiographic procedures.

RAD 256 ADVANCED RADIOGRAPHY I 6.0 CR
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

RAD 268 ADVANCED RADIOGRAPHY II 8.0 CR
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

RAD 278 ADVANCED RADIOGRAPHY III 8.0 CR
Includes routine and advanced radiographic procedures in the clinical environment.

RAD 282 IMAGING PRACTICUM 2.0 CR
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

RAD 283 IMAGING PRACTICUM 3.0 CR
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

RDG 031 DEVELOPMENTAL READING 0 CR
Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature.

RDG 100 CRITICAL READING (NON-DEGREE CREDIT) 3.0 CR
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. (Prerequisite: RDG 031 -- Minimum grade “SC” or equivalent)

RDG 101 COLLEGE READING 3.0 CR
Designed to enhance reading efficiency by effectively processing and analyzing information.(Prerequisite: RDG 100 -Minimum grade of “C” or equivalent)

RTV 101 AUDIO TECHNIQUES 3.0 CR
This course covers the introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems. (Corequisite: RTV 105)

RTV 103 FIELD OPERATIONS 3.0 CR
This course introduces the setup, operation, and application of video equipment for field production. (Corequisites: RTV 110 & 203, CGC 213) (Prerequisites: RTV 105 and RTV 101—Minimum grade of “C”)

RTV 105 TELEVISION STUDIO OPERATION 3.0 CR
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations. (Prerequisite: RDG 100 or equivalent) (Corequisite: RTV 101 & 202)

RTV 107 PRODUCING AND DIRECTING 3.0 CR
Includes the processes involved in creating and organizing an idea to the final video product. (Prerequisites: RTV 103 and CGC 213—Minimum grade of “C”)

RTV 110 WRITING FOR TELEVISION 3.0 CR
Covers combining writing and video production skills as applied to television production . (Prerequisite: RDG 100 or equivalent) (Corequisites: CGC 213 and RTV 103)

RTV 202 TELEPRODUCTION EXTERNSHIP I 1.0 CR
This course includes individually assigned production experiences at television production locations. (Corequisite: RTV 105)

RTV 203 TELEPRODUCTION EXTERNSHIP II 2.0 CR

This course includes production experiences at television production locations. (Corequisite: RTV 103)

RTV 204 TELEPRODUCTION EXTERNSHIP III 2.0 CR
This course includes production experiences at television production locations. (Corequisite: RTV 107)

RTV 205 BROADCAST ELECTRONICS 3.0 CR
This course covers the electronic principles used in audio and video production equipment, including signal applications, calibration, and troubleshooting. (Corequisites: RTV 107 and RTV 204)

SOC 101 INTRODUCTION TO SOCIOLOGY 3.0 CR
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society, and social institutions. (Prerequisite: ENG 100 or equivalent)

SOC 102 MARRIAGE AND THE FAMILY 3.0 CR
Introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (Prerequisite: ENG 100 or equivalent)

SOC 205 SOCIAL PROBLEMS 3.0 CR
This course is a survey of current social problems in America that stresses the importance of social change and conflicts as they influence definitions, etiology, and possible solutions. (Prerequisite: ENG 100 or equivalent)

SOC 230 INTRODUCTION TO GERONTOLOGY 3.0 CR
A study of the aging processes, including the physiological, psychological, sociological, and economic factors. (Prerequisite: ENG 100 or equivalent)

SPA 101 ELEMENTARY SPANISH I 4.0 CR
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture. (Prerequisite: ENG 100 with a minimum grade of "C" or equivalent)

SPA 102 ELEMENTARY SPANISH II 4.0 CR
This course continues development of the basic language skills and the study of the Spanish culture. (Prerequisite: SPA 101 with a minimum grade of "C")

SPC 205 PUBLIC SPEAKING 3.0 CR
This course is an introduction to principles of public speaking with application of speaking skills. (Prerequisite: ENG 100 or equivalent)

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY 5.0 CR
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

SUR 102 APPLIED SURGICAL TECHNOLOGY 5.0 CR
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

SUR 103 SURGICAL PROCEDURES I 4.0 CR
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized. (Corequisite: SUR 104)

SUR 104 SURGICAL PROCEDURES II 4.0 CR
This course is a study of the various specialties of surgical procedures. (Corequisite: SUR 103)

SUR 105 SURGICAL PROCEDURES III 4.0 CR
This course is a study of advanced specialties of surgical procedures. (Prerequisite: SUR 103 and SUR 104)

SUR 111 BASIC SURGICAL PRACTICUM 7.0 CR
Includes the application of theory under supervision in the perioperative role in various clinical affiliations. (Prerequisite: SUR 101 and SUR 102)

SUR 114 SURGICAL SPECIALTY PRACTICUM 7.0 CR
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals. (Prerequisite: SUR 101, 102, 103, 104 and 111)

SUR 120 SURGICAL SEMINAR 2.0 CR
This course includes the comprehensive correlation of theory and practice in the perioperative role. (Prerequisites: SUR 101, SUR 102, SUR 103, SUR 104, and SUR 111) (Corequisite: SUR 105, and 114)

SUR 125 STERILE PROCESSING PRACTICUM 5.0 CR
Presents the applications of sterile processing theory in the clinical setting.

SUR 130 BIOMEDICAL SCIENCES FOR SURGICAL TECH 1.0 CR
This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

TEL 101 FUNDAMENTALS OF TELECOMMUNICATIONS 2.0 CR
This course is a study of the telecommunications network, including an overview of network topologies, switching operations, local loop operations, and telephone circuit operations. (Prerequisites: ENG 100 or equivalent, MAT 101 or equivalent, and RDG 100 or equivalent)

TEL 103 TELECOMMUNICATIONS CABLE AND CONNECTORS 1.0 CR
This course is a study of the identification and preparation of telecommunications wires and cables. Connectors are installed and tested on typical wires and cables as encountered in the telecommunications industry. (Prerequisites: ENG 100 or equivalent, MAT 101 or equivalent, and RDG 100 or equivalent)

TEL 104 FIBER OPTIC COMMUNICATIONS 1.0 CR
This course is a study of the basic principles of fiber optic communications systems. (Prerequisite: TEL 101)

TEL 105 FIBER OPTIC COMMUNICATIONS 1.0 CR
This course is a study of the basic principles of fiber optic communications systems. (Prerequisite: TEL 101)

TEL 110 TELECOMMUNICATIONS NETWORK PLANNING 3.0 CR
A study of the telecommunications planning process. Topics include switching hierarchies, local loop and interoffice network design using the long range outside plant plan concept, F1/F2 concepts and distribution area design.(Prerequisite: TEL 105 or by departmental permission)

TEL 201 TRANSMISSION DESIGN FUNDAMENTALS 3.0 CR
This course is a study of the principles of analog and digital transmission design. Topics include loaded and non-loaded resistance design, loop make-ups, copper T1 design and digital service design.(Prerequisite: TEL 105 or by departmental permission)

TEL 220 WIRELESS COMMUNICATIONS OVERVIEW 2.0 CR
This course is a study of current wireless technologies as well as future directions. Topics include traditional cellular and PCS, wireless network design, and analog transmission methods. (Prerequisite: TEL 105 or by departmental permission)

TEL 240 FIBER OPTICS THEORY 2.0 CR
This course is a study of the basic theory of fiber optics transmission. Topics include O/E conversions, multiplexer design and sonet standards. (Prerequisite: TEL 105 or by departmental permission)

THE 101 INTRODUCTION TO THEATRE 3.0 CR
This course includes the appreciation and analysis of theatrical literature, history, and production. (Prerequisite: ENG 100 or equivalent)

WLD 104 GAS WELDING AND CUTTING 2.0 CR
This course covers welding, brazing, soldering and cutting of metals.

WLD 111 ARC WELDING I 4.0 CR
This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions. (Prerequisite: RDG 031 or equivalent)

WLD 113 ARC WELDING II 4.0 CR
This course is a study of arc welding of ferrous and/or non-ferrous metals. (Prerequisite: RDG 031 or equivalent)

WLD 136 ADVANCED INERT GAS WELDING 2.0 CR
This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

WLD 142 MAINTENANCE WELDING 3.0 CR
This course covers gas and arc welding processes used in maintenance shops. (Prerequisite: RDG 031 or equivalent)

WLD 152 TUNGSTEN ARC WELDING 4.0 CR
Covers gas tungsten arc welding of carbon-steel filler metal and carbon-steel metals with stainless-steel filler metals. (Prerequisite: RDG 031 or equivalent)

WLD 154 PIPE FITTING & WELDING 4.0 CR
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. (Prerequisite: RDG 031 or equivalent)

WLD 208 ADVANCED PIPE WELDING 3.0 CR
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.

WLD 212 DESTRUCTIVE TESTING 2.0 CR
This course covers the destructive testing methods used in the evaluation of welds. (Prerequisite: RDG 031 or equivalent)

WLD 222 ADVANCED FABRICATION WELDING 4.0 CR
Covers the layout, construction, and assembly of metal projects using metal working and welding equipment. (Prerequisite: RDG 031 or equivalent)

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